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| **QUESTION 1 - SPREADSHEET** | **MAX MARK** | **AWARDED** |
| 1. Creating spreadsheet file named **WELFARE REG** 2. Data entry (appropriate) | **1**  **14** |  |
| 1. Use of SUM function in column E2 2. E2=sum(B2:D2) Total registrations per school 3. Total registrations per term B9=sum(B9:D9) | **3**  **3** |  |
| 1. Computing average number of registrations for each term in column F USING formula =(B2+C2+D2)/2 | **2** |  |
| 1. Renaming the sheet 1 as **Reg 1**. | **1** |  |
| 1. (i) Using the “IF” function to display comments:   =IF(F2>=1500,"Optimum",IF(F2>=700,"Fair",IF(F2<700,"Too low")))  (ii) Using the COUNTIF function to display the number of schools who managed to have a **fair** registration =COUNTIF(G2:GF8,">1500") | **4**  **1** |  |
| 1. Formating **worksheet 1 (Reg 1**) as follows:  * Resize the column heading to fontsize 16 and applying bold. * Applying borders to all cells containing data. * Grey background colour to all column headings | **2**  **1**  **1** |  |
| 1. (i) Label % increment in cell A16 and a value 7 as percentage data | **1** |  |
| (ii) Inserting a column before Term1   * Using absolute cell referencing =($C$16\*C2)+C2 to calculate the total number of registrations for Term 3 2020. * Labelling the column as **T3-2020**. | **½**  **2**  **½** |  |
| 1. Using a function in cells B17 and B18 respectively determine:  * ***Total registrations =COUNTIF(F2:F8,">1500")*** * ***Minimum number of registrations for Term 2 =MIN(D2:D8)*** | **2**  **2** |  |
| 1. Copying data in sheet 1 to sheet 2   Rename it as **Graph**. | **1**  **1** |  |
| 1. Creating bar graph and labeling as required  * *Chart title: Welfare Registrations 2021* * *Y-axis: Total Number of Registrations* * *X-axis School Name* * *Legend Position: Right* | **1**  **1**  **1**  **1**  **1** |  |
| 1. Printing  * Reg 1 sheet. * CHART | **1**  **1** |  |
| **TOTAL MARKS** | **50** |  |

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| **QUESTION 1 -WORDPROCESSOR** | **MAX MARK** | **AWARDED** |
| **A**  Creating WORD document  **MYVISA**  Typing of the word document(Data entry  -Strike through**(1mk**)  -Bullets **(1mk)**  -Superscript/Subscript(**2mks)**  **Logo**  -Shapes(Stars/Banners/ellipse) **(3mks)**  **-**Shape fillS/Grouping  **TOTAL** | **1**  **05**  **01**  **01**  **02**  **03**  **03**  **16MKS** |  |
| Footer  Presence/acccuracy | **02** |  |
| **B Alignment :Centre**  **Font style : Algerian**  **Font size** : **16** | **01**  **01**  **01** |  |
| **C. Dropcap**  Presence  Drop by 4 lines | **01**  **01** |  |
| **d Margins** Top 1.0cm  Left 1.0 cm | **02** |  |
| **E** Line spacing  columns | **01**  **02** |  |
| **F Table**  4 rows/3colums  Data entry on the table | **01**  **04** |  |
| **G** Correct formular for:   * Total * average | **02**  **02** |  |
| **h**. Data source table  7columns/4 rows  Table data entry  Saving as **CC** | **01**  **03**  **01** |  |
| **i**  Automated mail merging with 3 documents  Saving **MYVISACC** | **04**  **01** |  |
| **j**  Page numbers  Top tight | **01**  **01** |  |
| 1. MY VISA  * MYVISACC addressed to Mukami Faith | **01**  **01** |  |
| **TOTAL MARKS** | **50** |  |