**FORM 3 EXAMINATION 2023**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2½ HOURS**

 **Question 1**

1. Typing full passage = 25mks
2. Removing underline = 1mk

 Bolding =1mk

 Italising = 1mk

 Indenting = 1mk each x 2 = 2mks

 Saving as Exercise 2 = 1mk

1. Moving all text =4mks

 Saving as Exercise 3 = 1mk

1. i)

 Creation of 2 columns =2mks

 Same width and height = 2mks

 Alignment (justification) =2mks

ii) Double spacing =2mks

 Fitting into one page =2mks

iii) Typing in the footer section =2mks

 Inserting the symbol = 1mk

 Typing name in the footer = 1mk

 Saving as Exercise 5 =1mk

1. Printing the 4 documents each @ 1mk x 4 = 4mks

 **Question 2**

1. Typing text fully = 9mks

 Inserting appropriate title = 2mks

 Saving as Mock – 1 =1mk (total 12mks)

1. Calculating gross salary for each = 4mks

 Writing formula for Saru’s gross salary = 2mks

 Total = 6mks

1. Inserting the record = 1mk

 Calculating basic salary = 1mk

 Calculating medical allowance = 1mk

 Calculating house allowance = 1mk

 Writing the formula = 1mk

 Saving as mock \_2 = 1mk (total = 6mks)

1. Calculating the average – each @ 1mk x 3 = 3mks

 Labeling the average = 2mks

 Writing the formula for on the sheet =1mk

 Saving the spreadsheet as mock\_3 = 1mk (total =7mks)

1. Counting using formular = 3mks

 Labeling = 2mks

 Writing formula on the sheet = 1mk

 (Total = 6mks)

1. Labeling column = 1mk

 Calculating status using IF function = 3mks

 Writing formula on the sheet =1mk

 Saving as Mock \_4 = 1mk

 Total =6mks

1. Ploting =3mks

 Adding title, axes, legend = 1mk

 Saving as Mock 5 = 1mk (total = 5mks)

1. Printing each @ ½ x 4 = 2mks