

FORM 3 EXAMINATION 2023

COMPUTER STUDIES

PAPER 2

(PRACTICAL)

TIME: 2½ HOURS

Question 1

- a) Typing full passage = 25mks
- b) Removing underline = 1mk
- Bolding = 1mk
- Italising = 1mk
- Indenting = 1mk each x 2 = 2mks
- Saving as Exercise 2 = 1mk
- c) Moving all text = 4mks
- Saving as Exercise 3 = 1mk
- d) 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
- e) Printing the 4 documents each @ 1mk x 4 = 4mks

Question 2

- a) Typing text fully = 9mks
- Inserting appropriate title = 2mks
- Saving as Mock – 1 = 1mk (total 12mks)
- b) Calculating gross salary for each = 4mks
- Writing formula for Saru’s gross salary = 2mks
- Total = 6mks
- c) 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)
- d) 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)
- e) Counting using formular = 3mks
- Labeling = 2mks
- Writing formula on the sheet = 1mk
- (Total = 6mks)
- f) Labeling column = 1mk
- Calculating status using IF function = 3mks
- Writing formula on the sheet = 1mk
- Saving as Mock _4 = 1mk
- Total = 6mks
- g) Plotting = 3mks
- Adding title, axes, legend = 1mk
- Saving as Mock 5 = 1mk (total = 5mks)
- h) Printing each @ ½ x 4 = 2mks