**FORM 4**

**COMPUTER STUDIES PAPER 2**

**MARKING SCHEME**

**QUESTION 1**

A. Completely typed letter (7mks)

- Single error (-½mk)

- More than 6 error (5mks)

 i) Saving main document.

- using correct name (1mk)

- using any other name ( ½mk)

ii) Saving Data source list

- using correct name (½mk)

iii) Changing the font size of address and reference to 14pts

- Changing each address ( ½ mks) x 2

- Changing reference ( ½mk)

iv) Underlining reverence ( ½mk)

v) Merging Data source to the main document

- each field at the right position

- each field at any other position ( ½mk)

vi) Print the letters

- each letter printed (1mk) x 3

**B.**

1. Aligning title to the center (½mk)

 Underlining title ( ½mk)

1. Adding border to the title (2mks)
2. Replacing all roman number with bullets (2mks)

- Not replacing one (-½mk)

- Not replacing more than 3 (0mk)

1. (i) Inserting the correct footer (2mks)

 - any other footer (1mk)

 (ii) Inserting the correct header (2mks)

 - any other header (1mk)

1. Line spacing of 1.5 (4mks)

- Line spacing other than single (½ mk)

1. Inserting word Art “Computer” and **not** placing at the behind of text (2mks)
2. Replacing all “Computer” with “PC” (2mks)

- Replacing but not all word “Computer” ( ½ mks)

1. Moving whole paragraph to end of document (2mks)

 - Moving part of the paragraph (½mk)

1. Font style set to Arial Black (3mks)
2. Saving with correct name (1mk)

- Using any other name other than document N. (½mk)

- Using document N No mark

1. Printing the document correctly (2mks)

 Printing off page ( ½mk)

**QUESTION 2**

2. Correctly entered data and workbook named well (12 marks)

(a) Names correctly entered (3mks)

(b) Correctly saved worksheet and saved well. (2mks)

(b) Correct calculation. (5mks)

(c). Calculated class average for each exam. (3mks)

(d) Correctly applied one decimal point. (2mks)

(e) Ranked students based on average points (3mks)

(f) Sort the students based on rank after average in ascending order (2mks)

(g) Create a column after rank and name it Grade. Using IF function, grade the students based on the following criteria. (A=90-100; B=80-89; C=70-79; D=60-69; F=below 60) (6mks)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |   |   |   |   |   |   |   |   |
|   | Name | Exam1 | Exam 2 | Exam 3 | Paper | Participation | average | Rank | GRADE |
| 13 | Brad | 95 | 89 | 89 | 95 | 85 | 91.0 | 1 | A |
| 5 | Rachael | 91 | 90 | 86 | 95 | 88 | 89.8 | 2 | A |
| 14 | James | 91 | 84 | 92 | 85 | 80 | 87.5 | 3 | B |
| 8 | Allen | 83 | 86 | 92 | 85 | 88 | 86.8 | 4 | B |
| 11 | Victor | 97 | 80 | 82 | 85 | 68 | 84.3 | 5 | B |
| 7 | Roger | 77 | 85 | 86 | 85 | 88 | 83.6 | 6 | B |
| 15 | Arthure | 87 | 79 | 84 | 85 | 80 | 83.3 | 7 | B |
| 2 | Tony | 70 | 77 | 88 | 95 | 90 | 82.0 | 8 | B |
| 9 | thomas | 82 | 75 | 81 | 87 | 94 | 82.0 | 9 | B |
| 17 | June | 82 | 84 | 74 | 88 | 85 | 81.7 | 10 | B |
| 3 | Jenney | 77 | 83 | 79 | 88 | 80 | 81.0 | 11 | B |
| 16 | Robert | 76 | 73 | 80 | 82 | 80 | 77.6 | 12 | C |
| 10 | John  | 65 | 79 | 84 | 92 | 65 | 77.3 | 13 | C |
| 1 | Jane  | 64 | 70 | 73 | 85 | 75 | 72.0 | 14 | C |
| 4 | Richard | 69 | 43 | 81 | 78 | 75 | 67.5 | 15 | D |
| 12 | Allan | 69 | 69 | 50 | 85 | 75 | 67.3 | 16 | D |
| 16 | David | 70 | 41 | 57 | 73 | 70 | 60.0 | 17 | D |
| 6 | David | 44 | 26 | 54 | 78 | 80 | 50.7 | 18 | F |
|  |  |  |  |  |  |  |  |  |  |
|  | weight | 0.25 | 0.25 | 0.25 | 0.15 | 0.1 |  |  |  |
|  | Average | 77.16667 | 72.94444 | 78.44444 |  |  |  |  |  |
|  | highest score | 97 | 90 | 92 |  |  |  |  |  |
|  | lowest score  | 44 | 26 | 50 |  |  |  |  |  |

(g) Below the average for each exam get the highest score and lowest score for exam 1, exam 2, and exam (4mks)

(h) Correctly created chart showing the grade distribution for the final average. (5mks)

1. Printed GRADE, RANK and CHART (3mks)