**TERM 2 EVALUATION 2024 - Computer Studies Paper 2 (451/2) MARKING SCHEME**

|  |  |  |  |  |
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| NO | MARKING POINTS | | MARKS |  |
| I (a) | Saving the workbook Saving- as Task I other case @0 5  6 columns typed work each @1=6    Text in rows 14-16 @l    Column titles @I  Applying bold to titles @l  Comma separator @I | | 11 |  |
| (b) (i) | = sum (C2:C10) applied @lmk other formula which is  C2+C3...+C10 @O.5mk  copying to other cells @l | | 4 |  |
| (ii) | — sum (B2:F2) applied @l other formula which is = C2+C3.. .+CIO  @0.5mk  Copying to other cells @l | |
| (c) | i. Inserting two blank rows - insert 2 rows @0.5mk each Typing the title @lmark ii. Merging the cells Al :GI iii. Applying bold and font size = 15@1 bolding @ 0.5mk, size I  @O.5mk | | 4 |  |
| (d) | =$B$18 x C14 @2mks = ($B$18 \*C14) @2mks, = (0.3 \*C14) / = (B18 \*C 14) @lmk; other actual values e.g.=(780 \*0.3) Omk    applying in other cells @I (Accept the use of 0.3 x C14) | | 3 |
|  | Thick outline@l  Regular inside @I | | 2 |
| (f) | i.    ii. | Copying @l creating a new worksheet @I renaming old worksheet as original @lmk as Indicated; other case e.g. ORIGNAL @0.5mk, other names Omk renaming new worksheet formatted @lmk as indicated; other case e.g. FORMATED @O.5mk, other names Omk | 4 |
|  | 1. il. iii. iv. | Landscape orientation @I  Scaling by factor 80% @l  Values entered: 2 entered to cell B20, 3 to B21, 4 to B22, 5 to  B23 @mark  = sum IF (C3.•Cl 1, mo, $D3: $1)$11)  Function used  Range @I  Criteria @I  Sum-range @I  Applying in other cells @I Sorting the table @I  Using corect sorting criteria @l | 10 |
|  |  | | |

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| --- | --- | --- | --- |
| NO | MARKING POINTS | |  |
| (h) | i. Correct chart type @I mk other @0mk  Data series - per quarter or per hotel @lmk \*2=2mks  X & Y-axis labels @0.5mk\*2  X — axis category values @lmk ii. Inserting title @Imk change of case @0.5mk  Moving the chart @I  Renaming the worksheet @I | | 8 |
| (i) | 1. Printing original worksheet @I   Row and Column headings enabled@I   1. Printing formatted worksheet @1   (ii) Printing the chart @ I | | 4 |
|  | TOTAL | | 50 |
|  |  | |  |
|  | POPO CITY PLAN title @ 0.5 mk  Portrait orientation @ 1,  Paper size A4 @ Imk  Saving the publication @ 1 as Task 2 @lmk, Other case e.g. task 2  @0.5mk | | 0.5  3 |
| (b) | Rectangular outer border @ 1 mk an outer border @ 0.5mk , weight  @0.5mk | | 1 |
|  | River popo  Free hand lines @ Imk  Correct shape @ Imk as in curve, thickness, length  Label @0.5mk only correctly spelt text  Rotating the label @ 0.5 | | 3 |
|  | | Popo Banks  4 rectangles each @ 0.5 = 2  Roof polygon @ I a polygon/triangle/drawing  Text label: correct text@ 0.5 and correct position@ 0.5mk Arrangement of elements @ I mk to get correct shape | 5 |
|  | | Popo Hospital  Circle @ Imk when thick; not thick outline @0.5mk  Shape H @ 1  Text label @ 0.5 mk  Line weight @ 0.5 mk thick outline  Arrangement of elements @ I mk i.e. letter H and circle | 4 |