**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 56 columns typed work each @1=6Text in rows 14-16 @lColumn titles @IApplying bold to titles @lComma separator @I | 11 |  |
| (b) (i)  | = sum (C2:C10) applied @lmk other formula which isC2+C3...+C10 @O.5mk  copying to other cells @l | 4 |  |
| (ii) | — sum (B2:F2) applied @l other formula which is = C2+C3.. .+CIO@0.5mkCopying 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) Omkapplying in other cells @I (Accept the use of 0.3 x C14) | 3 |
|  | Thick outline@lRegular 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 @IScaling by factor 80% @lValues entered: 2 entered to cell B20, 3 to B21, 4 to B22, 5 toB23 @mark= sum IF (C3.•Cl 1, mo, $D3: $1)$11)Function usedRange @ICriteria @ISum-range @IApplying in other cells @I Sorting the table @IUsing corect sorting criteria @l | 10 |
|  |  |

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| --- | --- | --- |
| NO  | MARKING POINTS |  |
| (h) |  i. Correct chart type @I mk other @0mkData series - per quarter or per hotel @lmk \*2=2mksX & Y-axis labels @0.5mk\*2X — axis category values @lmk ii. Inserting title @Imk change of case @0.5mkMoving the chart @IRenaming the worksheet @I | 8 |
| (i)  | 1. Printing original worksheet @I

Row and Column headings enabled@I1. Printing formatted worksheet @1

(ii) Printing the chart @ I | 4 |
|  | TOTAL | 50 |
|  |  |  |
|  | POPO CITY PLAN title @ 0.5 mkPortrait orientation @ 1,Paper size A4 @ ImkSaving the publication @ 1 as Task 2 @lmk, Other case e.g. task 2@0.5mk | 0.53 |
| (b) | Rectangular outer border @ 1 mk an outer border @ 0.5mk , weight@0.5mk | 1 |
|  | River popoFree hand lines @ ImkCorrect shape @ Imk as in curve, thickness, lengthLabel @0.5mk only correctly spelt text  Rotating the label @ 0.5 | 3 |
|  | Popo Banks4 rectangles each @ 0.5 = 2Roof polygon @ I a polygon/triangle/drawingText label: correct text@ 0.5 and correct position@ 0.5mk Arrangement of elements @ I mk to get correct shape | 5 |
|  | Popo HospitalCircle @ Imk when thick; not thick outline @0.5mkShape H @ 1 Text label @ 0.5 mkLine weight @ 0.5 mk thick outlineArrangement of elements @ I mk i.e. letter H and circle | 4 |