NO.	Required	Score	Award
1(a)(i)	Workbook named `ahs25` created correctly	1	
	Worksheet named `start` correctly	1	
	Columns A to F correctly labeled as: STUDENT NAME, HOUSE, KISWAHILI, BIOLOGY, CHEMISTRY, PHYSICS	2	
	All student data (rows 2 to 12) entered exactly as given	5	
	Basic formatting applied (e.g., bold headers, alignment, consistent font)	2	
	Numerical data correctly entered as numbers, text as text	1	
	Neat tabular structure; all data in the correct cell positions	2	
1(a)(ii)	Duplicate worksheet `start` to a new worksheet named `after`.	1	
1(a)(iii)	Add a row above row 1 with heading **END TERM EXAM RESULTS**.	2	
1(a)(iv)	Merge and center the heading across columns **A to F**.	2	
1(a)(v)	Save the workbook with all changes.	1	
1(a)(vi)	Duplicate `after` worksheet to a new worksheet named `final`.	2	
1(b)	Insert **Philomena Matu** between Ragira and Sarah. Enter scores: 70 (Kiswahili), 51 (Biology), 73 (Chemistry), 20 (Physics).	3	
1(c)(i)	Calculate **Standard Deviation** per subject. Use `=STDEV(range)`	3	
1(c)(ii)	Calculate **Average score** for each student. Use `=AVERAGE(range)`	2	
1(c)(iii)	Calculate **Lowest score** per subject. Use `=MIN(range)`	3	
1(c)(iv)	Calculate **Student Position/Rank** based on average. Use `=RANK(average, average_range)`	2	
1(c)(v)	In **cell B15**, count students with average ≥ 70. Use `=COUNTIF(range, ">=70")`	2	
1(c)(vi)	Use **IF** function to assign grades: A/B/C/D/FAIL. Use *Nested `IF` statement with correct logic.*	4	
1(d)	Create worksheet **subtotals** and use **Subtotal feature** to calculate average per House.	3	
1(e)	Insert a **Pie Chart** in its own worksheet showing **average score per House.** Chart should be in a new chart sheet.	4	
1(g)	**Print**: 1) The **final worksheet** and 2) **Pie Chart worksheet**	2	
	TOTAL	**50**	

SCORE CARD FOR QUESTION 2 - WORDPROCESSOR

NO.	Required	Score	Award
(a)	Saving – Computer Network	1	
	Typing		
	3 paragraph – completeness and correctness @ 5 marks	15	
	Header		
	completeness and correctness	1	
	Font – large	1	
	Double underline	1	
	Format – bold	1	
	Align – centre	1	
	Object		
	Correctness	1	
	Position	1	
	Boarders – thick and thin	1	
	Correctness and completeness of text	1	
	Text position	1	
	Table		
	Correctness – 2 columns and 7 rows	1	
	Data entry	1	
	Font bold	1	
	First row merge cells and shade	1	
	Borders – single and outer double	1	
(b) (i)	Margins – 1.5" Top, Bottom, Left & Right	1	
(ii)	**Format "What is a Computer Network"?**		
	Font size 20	0.5	
	Font face – Arial black	0.5	
	Bold and italic	1	
(iii)	Page no. format – Page X of Y	1	
	Page no. position bottom right	1	
(iv)	Replace 'connection' with 'link'	2	
(c)	Copying a header and paragraph	1	
	Insert new page	1	
(d)	**Copied header**		
	Strikethrough	1	
	Single underline	1	
	Align left	1	
(e)	1.5" line spacing	1	
(f)	Drop cap	2	
(g)	**Columns**		
	Format to 2 columns	2	
	Line between	1	
(h)	Print – 2 pages	1	
	TOTAL	**50**	