**BORAMU 2 JOINT EXAMS-2021**

**451/2– COMPUTER STUDIES PAPER 2 – MARKING SCHEME.**

a) Complete typed letter (22 marks)

1. using main document (1 mark)

 Using correct name (1/2 mark)

1. saving data source list (1 mark)

 Using correct name (1/2 mark)

 Using any other name (1/2 mark)

1. Changing the font size, address and reference to 17 points (1/2 mark)

 Changing each address (1/2 mark)

 Changing reference (1/2 mark)

1. Merging data source to the main document (1/2 mark)

 Each field at the right position (1/2 mark)

 Each filed at any other position (3 marks)

1. Print the letters (3 marks)

**This paper consists of 2 printed page**

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| **Question 2 SPREADSHEET** | **MKS** |  |
| a)  | Document typing and saving | 16 |
|  |  |  |
| b) | (i)Title centre across columns | 2 |
|  | (ii) correct formatting | 2 |
|  | (iii) correct cells wrapped heading | 2 |
|  | (iv) Unit price prefix with Ksh | 4 |
|  |  |  |
| c) | (i) Subtotal rounded with two D. places | 2 |
|  | (ii) Correct calculation on Tax payable | 2 |
|  | (iii) Net Amount | 2 |
|  |  |  |
| d) | Sorting in Ascending order | 2 |
|  |  |  |
| e) | Correct Subtotal and Grand total for three types of computers | 6 |
|  |  |  |
| f) | Well labeled bar graph | 6 |
|  |  |  |
| g) | Worksheet printout, showing all formulae and functions used | 4 |
|  |  |  |
|  | **Total marks** | **50** |