**COMPUTER STUDIES PAPER 2 MARKING SCHEME**

**SAMIA JOINT 2021**

**NAME………………………………………………..………………………………….…………………..**

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| **QN** |  | **Section/Activity** | **Marks** | **Awarded** |
|  | a) | i) Creating workbook MOBILISREPS   * Naming Worksheet 1 As Sales * 7rcds@1;Merge2;bld2;Twrap2;Valign2;borders2   ii) Input validation, with correct parameters | 2  1  17  3 |  |
| b) | Using correct formulae to:   1. Total Sales for each sales rep 2. Total Sales for each product | 2 or 1  2 or 1 |  |
| c) | Inserting Bonus Points column   * Using appropriate function or formulae to   Calculate/compute bonus | 1  4 |  |
| d) | Inserting column Awards   * Use of IF function to display remarks | 1  4 |  |
| e) | Formatting worksheet   * Double underline * Font type – Algerian * Font size – 26 pts | 2  1  1  1 |  |
| f) | Rotating headings: All Product Type heading labels (Sales Rep., Faiba, Gateway, Vodafone, SAF, Total Sales). | 1 |  |
| g) | Inserting data range   * Chart title * X axis title * Y axes title * Legend * Data labels (Minimum & maximum ranges) * Renaming worksheet 2 as CHART * Correct chart type | 2  1/2  1 /2  1/2  1 /2  1  1  1 |  |
| h) | Printing worksheets:   * Sales * CHART | 1  1 |  |
|  | **TOTAL MARKS** | 50 MARKS |  |

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| --- | --- | --- | --- |
| **2.** | **ACTIVITY** | **MKS** | **AWARDED** |
| a) | Creating database named SEASONS | 2 |  |
| b) | (i) Creation of Table: EMPLOYEES | 3 |  |
|  | (ii) Primary key: EmployeeNo. | 2 |  |
| c) | (i) Form: EMPLOYEESFORM | 4 |  |
|  | (ii) Records entry to the Form | 5 |  |
| d) | Table modification with two fields added | 2 |  |
|  |  |  |  |
| e) | (i) Table: HOUSES with correct fields | 2 |  |
|  | (ii) Primary key: HouseID | 2 |  |
| f) | Relationship enforces referential Integrity | 6 |  |
|  |  |  |  |
| g) | (i) Query: EMPLOYEESQUERY with grade H & R with date of birth |  |  |
|  | * QryName 1; criteria 2; fields 1 | 4 |  |
|  | (ii) Sort Records: EMPLOYEESQUERY in asceding order of Grade | 2 |  |
| h) | (i) Columnar Report Portrait: EMPLOYEESREPORT | 4 |  |
|  | (ii) Correct Function: for salaries grand total in the Report: txtbox1;label1;function1;fieldname1;footer1; | 5 |  |
|  | (iii) Correct Header: EMPLOYEES IN GRADE H AND R in the Report; size; location; | 3 |  |
| i) | Print : Employees table | 1 |  |
|  | Emmployees form | 1 |  |
|  | EMPLOYEESQUERY | 1 |  |
|  | EMPLOYEESREPORT | 1 |  |
|  | **Total marks** | **50** |  |