

SCORE CARD

COMPUTER STUDIES

451/2

(PRACTICAL)

TIME: 2½ HOURS

FORM 4 2026

COMPUTER STUDIES PAPER TWO



QUESTION 1

	REQUIRED	SCORE	AWARD
a	Creating the workbook	0.5	
	Saving the workbook as Githunguri.jMocks.	0.5	
	inserting column labels	1	
	Bolding column labels	0.5	
	Column labels tilted at 180 degrees	2	
	Visible borders	1	
	Data entry – 11 record @ 1mk	5.5	
	completeness	2	
b	Renaming sheet 1 as mock	1	
c	Copy the content of sheet 1 to sheet 2	0.5	
	Rename it as Evaluation.	0.5	
d(i)	Correct cell referencing – (=SUM(D3:F3))	1	
	Getting totals	1	
(ii)	Correct cell refencing	1	
	Getting average	1	
	Average to 2dimal places	1	
e	Inserting a row above the column labels	0.5	
	Merging cells	0.5	
	typing the title, "CLUSTER MOCKS" correctly	1	
	Title Font type; Corbel	0.5	
	Title ,Font size 16	0.5	
	Center aligning the title.	0.5	
	Rotating other subtitles at 65 degrees (0.5), bolded (0.5) and italicised(0.5).	1.5	
f	Remarks		
	=IF(H3>65,"Gold", IF(H3>55,"Silver","Bronze"))	3	
g	Inserting column RANK	0.5	
	Correct formula: =RANK(H3,\$H\$3:\$H\$13,1)	2.5	
h	Labelling the rows as lion, cheetah,zebra,leopard and tiger	1	
	Creating the function: =COUNTIF(\$B\$3:\$B\$13,"LION")	1	
i	Sorting the students	1	
	In ascending order	1	
j	Copying the worksheet to worksheet 3	1	
	Renaming the worksheet as 'SHAZA_GIRLS'	1	
k	Filtering 'SHAZA_GIRLS' to show zebra class	1	
	Students with meanscore > 50	1	
l	Inserting a bar graph	1	
	Showing the three exams and names	1	
m	Correct graph title, "Githunguri Joint Mocks"	1	
	Labelling x-axis as marks	1	

	Labelling y – axis as names	1	
n	Legend at bottom of the graph	1	
o	Copying the graph on new worksheet	0.5	
	Renaming the worksheet as MOCK ANALYSIS.	0.5	
p	Printing the four worksheets @ 1mk	4	
TOTAL		50	

QUESTION TWO

	REQUIRED	SCORE	AWARD
i	Margins	2	
	Page layout (landscape)	1	
	Page size	1	
li(a)	Saving (GOLF_ADVERT)	1	
	Rectangle	1	
	Line below rectangle	0.5	
	Weight(thick)	0.5	
b	Shape 1(2023 nation media group)		
	Rectangle	0.5	
	Shading (black)	0.5	
	Text inside	1	
	Reverse text	0.5	
	Font case(all upper case)	0.5	
	Thick line below shape	1	
c	Shape 2(explosion star)		
	14 corner star @ 1 any other @ 0.5	1	
	Text inside (1000/=)	0.5	
	Bold	0.5	
d	Shape 3(clips)		
	3 golfers @ 0.5	1.5	
	Position (all correct)	0.5	
	Recolor (gray scale)	0.5	
	Left golfer (flipped horizontal)	1	
	1 clip top right	0.5	
	2 clips behind text @ 0.5	1	
e	Shape 4		
	Rectangle @1,any other @ 0.5	1	
	Fill patterns	1	
	Text inside	1	
	Bolded	0.5	
	Font case	0.5	

	Position bottom	1	
f	Text 1(golf challenge)		
	Golf challenge	1	
	Different font fase	1	
	Broken underline	0.5	
	Position	1	
	3 circles	1	
	Circle position	0.5	
g	Text 2 (At nanyuki)		
	Text	1	
	Case(title case)	1	
	Bold	0.5	
	On saturd...	0.5	
	Position	1	
h	Table 1(2 columns, 15 rows)	1	
	5 records @ 1	5	
	Table 2 (2 columns, 15 rows)	1	
	4 records @ 1	4	
	Table 3 (2 columns, 15 rows)	1	
	4 records @ 1	4	
iii	Printing (Golf_advert)	2	
	TOTAL	50	

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