**FORM 3 EXAMINATION 2022**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**TIME: 2½ HOURS**

**Question 1**

1. Typing full passage = 25mks
2. Removing underline = 1mk

Bolding =1mk

Italising = 1mk

Indenting = 1mk each x 2 = 2mks

Saving as Exercise 2 = 1mk

1. Moving all text =4mks

Saving as Exercise 3 = 1mk

1. i)

Creation of 2 columns =2mks

Same width and height = 2mks

Alignment (justification) =2mks

ii) Double spacing =2mks

Fitting into one page =2mks

iii) Typing in the footer section =2mks

Inserting the symbol = 1mk

Typing name in the footer = 1mk

Saving as Exercise 5 =1mk

1. Printing the 4 documents each @ 1mk x 4 = 4mks

**Question 2**

1. Typing text fully = 9mks

Inserting appropriate title = 2mks

Saving as Mock – 1 =1mk (total 12mks)

1. Calculating gross salary for each = 4mks

Writing formula for Saru’s gross salary = 2mks

Total = 6mks

1. Inserting the record = 1mk

Calculating basic salary = 1mk

Calculating medical allowance = 1mk

Calculating house allowance = 1mk

Writing the formula = 1mk

Saving as mock \_2 = 1mk (total = 6mks)

1. Calculating the average – each @ 1mk x 3 = 3mks

Labeling the average = 2mks

Writing the formula for on the sheet =1mk

Saving the spreadsheet as mock\_3 = 1mk (total =7mks)

1. Counting using formular = 3mks

Labeling = 2mks

Writing formula on the sheet = 1mk

(Total = 6mks)

1. Labeling column = 1mk

Calculating status using IF function = 3mks

Writing formula on the sheet =1mk

Saving as Mock \_4 = 1mk

Total =6mks

1. Ploting =3mks

Adding title, axes, legend = 1mk

Saving as Mock 5 = 1mk (total = 5mks)

1. Printing each @ ½ x 4 = 2mks