

LAIKIPIA EAST TERM 2 2022 FORM 4 EVALUATION EXAM

Kenya Certificate of Secondary Education – K.C.S.E

MARKING SCHEME COMPUTER STUDIES PAPER 451/2

QUESTION ONE

1(A)	Completely typed letter	(5 marks)
	Complete data source	(4 marks)
(i)	Saving main document	- Using correct name (1mark)
		- Using any other name ($\frac{1}{2}$ mark)
(ii)	Saving Data source list	- Using correct name (1 mark)
		- Using any other name ($\frac{1}{2}$ mark)
(iii)	Changing the font size of address and reference to 14 pts	
		- Changing each address (1 mark)
		- Changing reference ($\frac{1}{2}$ marks)
(iv)	Underlining reference	- Double underline ($\frac{1}{2}$ mark)
(v)	Merging Data source to the main document	
		- Each field at the right position (6 marks)
		- Each field at any other position (3 marks)
(vi)	Printing the letters	- each letter printed (1 mark) x3
(B). (i)	Preparation of the table;	$\sqrt{\text{merging of cell}}$ (3 mks)
		$\sqrt{\text{text formatting}}$ (2mks)
		$\sqrt{\text{correct entry}}$ (2mks)
		$\sqrt{\text{saving as MEYSA}}$ (1mk)
(ii)	Format table	$\sqrt{\text{border line colour red}}$ (2mks)
		$\sqrt{\text{double line}}$ (3mks)
(C). (i)		$\sqrt{\text{saving as computer}}$ (1mk)
		$\sqrt{\text{complete typing}}$ (3mks)
(ii)		$\sqrt{\text{copying to a new document}}$ (1mk)
		$\sqrt{\text{Saving as Computer1}}$ (1 mrk)
(iii) a.	Formatting	$\sqrt{\text{title as computer program}}$ ($\frac{1}{2}$ mk)
		$\sqrt{\text{change case to upper case}}$ ($\frac{1}{2}$ mk)
		$\sqrt{\text{font style TREBUCHET MS \& Size 16}}$ ($\frac{1}{2}$ mk)
		$\sqrt{\text{Font colour}}$ ($\frac{1}{2}$ mk)
b.	Find and replace	$\sqrt{\text{finding instruction}}$ (1mk)

- √replacing instruction with its synonym (2mks)
 - c.
 - √justify paragraph (2mks)
 - √shading colour (light green) (1mk)
- (iv).
 - √Printing the document correctly (1 marks)

QUESTION TWO

2. (a) √database name (**Personnel**) (1mk)
- √Table name (**Dep_tbl**) (1mk)
- √ correct entry (11mks)
- (b) (i) Criteria > 32000/=, Between 39 AND 70 (4mks).
- Saving (1mk)
- (ii) Criteria < 4500/= ; computer department (4mks)
- Saving (1mk)
- (iii) Criteria: Married OR single (3mks),
- Saving (1mk)
- (iv) Criteria: M*** or end with ***S (2mks).
- Saving (1mk)
- (c) Creating a new column called new salary (2mks)
- Formula **New salary**: [Basic PAY] * $\frac{50}{100}$ + (BASIC PAY) (4mks)
- Accept also; New salary*: [Basic PAY] * $\frac{150}{100}$
- Saving (1mk)
- (d) (i) Creation of a form using form wizard (2mks)
- Saving (1mk)
- (ii) Calculating the total basic salary; =sum ([BASIC PAY]) (2mks),
- Inserting the function in the form footer (1mk)
- Adding current date and time on the form header (2mks)
- (e) Creating the report (1mk)
- Report title (1mk)
- Saving it (1mk)
- (f) Printing **Dep_frm** and **Dep_rpt** (2mks)