

# 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)
		- <i>Using any other name</i> ( $\frac{1}{2}$ mark)
(ii)	Saving Data source list	- Using correct name (1 mark)
		- <i>Using any other name</i> ( $\frac{1}{2}$ 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)
		- <i>Each field at any other position</i> (3 marks)
(vi)	Printing the letters	- each letter printed (1 mark) x3
<b>(B). (i) Preparation of the table;</b>		
	✓ merging of cell	(3 mks)
	✓ text formatting	(2mks)
	✓ correct entry	(2mks)
	✓ saving as MEYSA	(1mk)
<b>(ii) Format table</b>		
	✓border line colour red	(2mks)
	✓double line	(3mks)
<b>(C). (i)</b>		
	✓saving as <b>computer</b>	(1mk)
	✓ complete typing	(3mks)
<b>(ii)</b>		
	✓ copying to a new document	(1mk)
	✓Saving as <b>Computer1</b>	(1 mrk)
<b>(iii) a. Formatting</b>		
	✓title as computer program	( $\frac{1}{2}$ mk)
	✓change case to upper case	( $\frac{1}{2}$ mk)
	✓font style TREBUCHET MS & Size 16	( $\frac{1}{2}$ mk)
	✓Font colour	( $\frac{1}{2}$ mk)
<b>b. Find and replace</b>		
	✓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)