

Term 2 - 2022
COMPUTER STUDIES
(MARKING SCHEME PAPER II)
PRACTICAL
FORM FOUR

QUESTION 1				QUESTION 2			
Item	Description	Max Score	Score	Item	Description	Max Score	Score
a	File Name	0.5		a	Workbook file	0.5	
	Correct Case	0.5			File case	0.5	
b	3 tables correct name case	1.5			Colum titles	2	
	Name case	1.5			Name case	1	
c	Field properties @1/2	6			Town Case	1	
i	2links	2			Borders	2	
ii	ERI @1/2	1			Entries	6	
iii	3 Forms	1.5		ii	2blank rows	1	
	Correct Case	1.5		iii	Titles	2	
iv	Each record @1/2	8			Correct Case	1	
d i	B Query	1		iv	Center Each	2	
	age	1		b i	Mean	2	
	Criteria B	1			2decimal plcs	1	
	COOP	1		ii	Rank	3	
	Fields @ 1/2	1			Max score Benjamin	1	
ii	Amount Query	1			Min score Benjamin	1	
	Total	1			Correct Cells	1	
	4 fields @1/2	2		c	If function	5	
iii	Amount Report	1		d	Count if function	2	
	Grouping	1		e	Copy	1	
	Average	1			Rename	1	
	Fields	1		f	Filter	1	
e	s chart	1			Correct	1	
	correct	1		g	Bar chart	1	
f	s Report	1			correct data	2	
	Title	0.5			own sheet	1	
	Bold	0.5		i	chart title	1	
	Underline	0.5			Uppercase	0.5	
	Case	0.5			Bold	0.5	
	Fields	3		ii	Legend	1	
	Frame	1		iii	Axis label	2	
g	Printing	4		h	print	2	
		50				50	