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| **COMPUTER STUDIES 451/2 MARKING SCHEME** |
|   | QUESTION 1 | **MAX** |
| a | File name Data | 0.5 |
|   | Correct Case | 0.5 |
|   | Memory chips underline | 0.5 |
|   | Break into…. Bold | 0.5 |
|   | Internal threats…. underline | 0.5 |
|   | Internal threats…. bold | 0.5 |
|   | Operating System …underline | 0.5 |
|   | Numbering…… | 1.5 |
|   | Typing of each sub paragraph@1 | 5 |
| b i | Copying to next page | 2 |
| ii | Formatting three headers @1/2 \*4 max 2 each | 6 |
| ii | Change Bullets |   |
|   | External threats | 1 |
|   | Internal Threats | 1 |
| iv | Strike Through | 2 |
| c i | Clip art inserted | 1 |
|   | Bottom of the document | 2 |
| ii | Word art inserted | 1 |
|   | Correct Case | 1 |
| iii | Auto shape inserted | 1 |
|   | Text with correct case | 2 |
| d | Saving security | 1 |
|   | Correct Case | 1 |
| e i | copying the original page 1 to new document | 2 |
| ii | Drop cap | 1 |
| iii | Spelling check…. run spelling and grammar for any error | 2 |
| iv | Double space first page  | 2 |
|   | italics | 1 |
| v | insert header | 1 |
|   | Correct Case | 1 |
| iv | page numbering | 1 |
|   | at the centre | 1 |
|   | Correct format | 1 |
| f | Saving COMPUTER THREATS | 1 |
|   | Correct case | 1 |
| g | Printing three pages @1 | 3 |
|   |   |   |
|  | **TOTAL** | **50** |
|  |  |  |
| 2 | Save | 1 |
|   | Correct case | 1 |
|   | Column Header | 1 |
|   | Superscript | 1 |
|   | Boarder | 2 |
|   | Column Entry @2mk | 6 |
| a | Title | 0.5 |
|   | Formula | 0.5 |
|   | Copied | 1 |
| b | Lowest Score each exam @1mk | 3 |
| c | Insertion of each value in B15, B16, B17 | 3 |
|   | Renaming of Cells | 3 |
| d | Column Inserted | 1 |
|   | Named Score | 1 |
| f | Use of absolute reference on B15, B16, B17 and relative on the rest | 3 |
| g | Copy of the formula to the rest of the cells even if wrong @f | 3 |
| i | Apostrophe on adm no. To convert Number to text | 1 |
|   | Correct data ref | 2 |
|   | Pie chart | 1 |
|   | Same sheet | 1 |
| ii | Chart Title | 1 |
| ii | Legend to the left | 1 |
| h | Copied to sheet2 | 1 |
|   | Correct data | 1 |
| i | If (Average (cell reference, condition)) deny 1mk if the value is on bracket | 4 |
| j | Total points calculated | 2 |
| k | Use of countif | 2 |
| l | Print of both chart and sheet on one page | 2 |
|  | **Total.** | **50** |