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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** |