

COMPUTER STUDIES PAPER 2 MARKING SCHEME

MOKASA 1 2021 FORM 3

NAME.....CLASS..... ADM NO.....

QN	Section/Activity	Marks	Max mark	Marks awarded
1.	a) Creating workbook MASL REPS - Naming Worksheet 1 As Sales - Typing data accordingly,into rows/columns - Input validation , with correct parameters	1 mark 1 mark 18 marks 3 marks	23 marks	
	c) Using correct formulae to: (i) Total Sales for each sales rep (ii) Total Sales for each product	2 marks 2 marks	4 marks	
	e) Inserting Bonus Points column& Computing points - Create column - Using appropriate function or formulae Calculate/compute bonus	1 mark 1 mark 2 marks	4 marks	
	g) Inserting column Awards - Use of IF function to display remarks	1 mark 4 marks	5 marks	
	i) Formatting worksheet - Double underline - Font type – Algerian - Font size – 26pts - Applying borders to data in worksheet	1 mark 1mark 1 mark 1 mark	4 marks	
	k) Rotating headings: All Product Type heading labels(<i>Sales Rep., Faiba, Gateway, Vodafone, SAF, Total Sales</i>).	1mark	1 mark	
	m) Inserting chart: Total sales vs Sales representatives - Chart title - X axis title - Y axes title - Legend - Data labels (Minimum & maximum ranges) Renaming worksheet 2 as CHART	1 mark 1mark 1 mark 1 mark 1 mark 1 mark	7 marks	
	o) Printing worksheets: - MASL - CHART	1 mark 1 mark	2 marks	
	TOTAL MARKS		50 MARKS	

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Question 2 -Word Processing				
No.	Particulars	Marks	Award	
a.	fully typed text	5		
	4 Paragraphs indication @ 1/2 Mark each	2		
	dropcap	1		
	columns	1		
	Bullets	1		
	line between columns	1		
	paragraph title italics & bolding	2		
	Correctly filled table	3		
	table correct outer border	1		
	table row shading and text color(white)	1		
	correctly drawn diagram	3		
	saving with correct file name	1		
b	creating a copy	1		
	saving with correct file name	1		
c	heading format @ 1/2 Mark each	3		
d	correct header	1		
	correct footer	1		
e	spelling error free	2		
f	correct alignment	1		
g	finding and replacing all	1		
h	resizing diagram	1		
	object placement	1		
	text readability over graphics	1		
j	i cell splitting	1		
	ii	inserting row	1	
		cell merging	1	
		appropriate row heading	1	
k	i total score	2		
	ii number of students	2		
	iii highest score	2		
	iv average total score	2		
l	i print EDUC AI	1		
	ii print EDUC AI2	1		
TOTAL MARKS		50		