

# KAPSABET HIGH SCHOOL

Number	Description	Marks	Candidates score
1 (a)	Document fully typed @ 5 marks	5	
	Use of correct font type @ 2 marks	2	
	Use of Uppercase correctly @2 marks	2	
	Bolding @ 1 mark each max 2 marks	2	
	Title	6	
	Typed @ 1 mark		
	Bold @ 1 mark		
	Border pattern @ 1 mark		
	Shading @ 1 mark		
	Center Alignment @ 1 mark		
	Font size @ 1 mark		
	Column 1	5	
	Creation of column @ 2 mark		
	Separator @ 1 mark		
	Column break @ 2 marks		
Drop cap	2		
Insertion @ 1 mark			
Dropping 5 lines @ 1 mark			
Font size website, year of establishment(10) @	2		
1 mark each max 2 marks			

	Hyperlink @ 1 mark; font 13 @ 1	2	
	Subtitle		
	Bold @ 1 , italics @ 1, Underline @ 1, font size (10) @ 1	4	
	Bullets @ 2 marks		
	3 columns @ 2 marks	2	
		2	
b	1.5 line spacing @ 3marks	3	
c	Spellchecking @ 2marks	2	
d i)	Page number @ 2 marks	2	
ii	Number format @ 2 marks	2	
e	Full justified @ 2marks	2	
f	Saving @ 2 marks	2	
g	Printing @ 1 mark	1	
	TOTAL	50	

Number	Item	Marks	Candidates score
A	Correct typing of @12 rows (@1mk)	12	
	Wrapped headings	1	
	Merged Title cells	1	
	Proper case (deny in case of any wrong case)	1	
B	Product function	2	
C	Typing 80 in B15	1	
	Product function	1	
D	Copying to sheet 2	1	
	Renaming to Transporter Payment	1	
ei)	Adding gross pay @ 0.5mark x 10 rows	5	
ii)	Calculating Deductions	2	
iii)	Calculating Net pay	2	
F	Correct Rank formula	2	
	Rank order (descending)	2	
G	Subtotals function	4	
	Subtotals sorted data based on zone	2	
H	Chart type – Pie chart	2	
	Correct data source (percentages)	2	
	Chart title	2	
I	Printing		
	Chart (must be a chart sheet –full paper size, otherwise deny if worksheet data printed along)	1	
	Kipevu Cargo sheet	1	
	Transporter Payment	1	
	Formulas	1	
	<b>TOTAL</b>	<b>50</b>	

2.