**COMPUTER STUDIES PAPER 2**

**451/2**

**MARKING SCHEME**

 **Question 1**

1. Typing full passage = 20mks
2. - Removing underline - 1mk

- Bolding - 1mk

 - Italising - 1mk

 - Indenting - 1mk each x 2 = 2mks

 - Saving as Exercise 2 = 1mk

1. Moving all text = 4mks

 Saving as Exercise 3 = 1mk

1. i)

- Creation of 2 columns = 2mks

 - Same width and height = 2mks

 - Alignment (justification) = 2mks

ii) - Double spacing = 2mks

* fitting into one page = 2mks

iii) - Typing in the footer section = 2mks

 - Inserting the symbol = 1mk

 - Typing name in the footer = 1mk

 - Saving as exercise 5 =1mk

1. Printing the 4 documents each@1mk x 4 = 4mks

 **Question 2**

1. - Typing text fully = 9mks
* Inserting appropriate title = 2mks
* Saving as Mock -1 = 1mk (total 12mks)
1. - Calculating gross salary for each = 4mks
* Writing formula for Saru’s gross salary = 2mks

 (Total = 6mks)

1. - Inserting the record = 1mk

- Calculating basic salary = 1mk

 - Calculating medical allowance = 1mk

 - Calculating house allowance = 1mk

 - Writing the formulae = 1mk

 - Saving as mock \_2 = 1mk (total = 6mks)

1. Calculating the average - each @ 1mk x 3 = 3mks

 Labeling the average =2mks

 Writing the formula for on the sheet = 1mk

 Saving the spreadsheet as mock \_3 = 1mk (total = 7mks)

1. - Counting using formula =3mks
* Labeling =2mk
* Writing formula on the sheet = 1mk

 (Total = 6mks)

1. Labeling column =1mk

 Calculating status using IF function =3mks

 Writing formula on the sheet =1mk

 Saving as Mock \_4 =1mk

 (Total = 6mks)

1. Ploting = 3mks

 Adding title, axes, legend = 1mk

 Saving as mock 5 = 1km (total= 5marks)

1. Printing each @ ½ x 4 = 2mks