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| **QUESTION 1** | **MAX MARK** | **AWARDED** |
| 1. Creating folder, with name admission 2. Correct Filename CONTEST – 1mk, Typing – 18mks | **2**  **19** |  |
| 1. Page settings |  |  |
| Paper Size: A4 | **1** |  |
| Top margins: 0.4” ( | **1** |  |
| Bottom margins: 0.4” ( | **1** |  |
| Gutter: 0.22” (0.548) c | **1** |  |
| 1. Formatting the subject heading **“RE: KASSU SCHOOL….**” |  |  |
| * Alignment: Centre | **1** |  |
| * Font size: 18 | **1** |  |
| * Font type: Britannic Bold | **1** |  |
| 1. Inserting Header “Name and admission number”  * Inserting line object under the header. | **½**  **½** |  |
| 1. Formatting the paragraph starting with *“The objective of the contest …....”* |  |  |
| * Hanging indent By 0.6” | **1** |  |
| * Line spacing to 1.3 | **1** |  |
| 1. Format the text containing “**Value Proposition**” as follows: |  |  |
| * White font color | **1** |  |
| * Dark red background | **1** |  |
| 1. Creating the document **CONTEST\_2**  * Proofreading your work. | **1**  **1** |  |
| 1. Page numbering at the bottom right of each page. | **1** |  |
| 1. Grouping all objects in the school logo. | **1** |  |
| 1. Correct character spacing formats to the second paragraph. | **1** |  |
| * Condensed by 0.9pts | **1** |  |
| * Kerning for fonts at 8 points & above. | **1** |  |
| 1. Three columns applied to last paragraph.  * A line between separating the columns. | **1**  **1** |  |
| 1. (i) - Converting text to table  * (Names and designations at the bottom of the letter (One column and five rows). * Merging * Strikethrough | **1**  **1**  **1**  **1**  **1** |  |
| 1. Presence of picture watermark - | **1** |  |
| 1. Printing CONTEST and CONTEST\_2 documents. | **2** |  |
| **TOTAL MARKS** | **50** |  |

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| **QUESTION 2** | **ITEM** | **MARKS** | **SCORE** |
| a. | Normalizing the table into three tables with appropriate fields @5marks | 15 |  |
| b. | Working relationship between the three tables | 3 |  |
| c. | Input forms(Check title and controls on each) @ 2 marks | 6 |  |
| d. | QUERIES |  |  |
|  | i. High Score (Criteria >70), Query Name, Appropriate fields displayed @1 | 3 |  |
|  | ii. Engineers (Criteria ‘E’), Query Name, Appropriate fields displayed @1 | 3 |  |
|  | iii. Comps (Criteria Diploma in Computer Science), Query Name, Appropriate fields displayed @1 | 3 |  |
| e. | ***Tuition Summary*** Report Title (1), Fields @1, Calculated Total (2) | 7 |  |
| f. | ***ANALYSIS*** report title (1), report name(1), correctly inserted column chart(3) | 5 |  |
| g. | Printing @1 tables student enrolment, exam performance, courses offered, the Tuition summary and Analysis reports. | 5 |  |
|  | **TOTAL** | **50** |  |