COMPUTER STUDIES
451/2
PAPER 2
Marking Scheme

TARGETER K.C.S.E TRACKER 2016
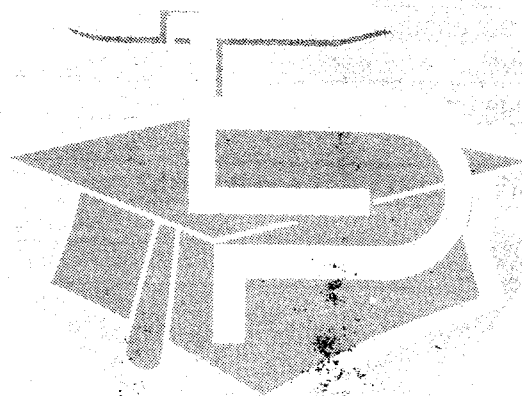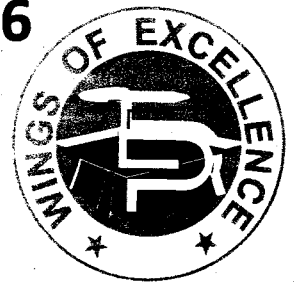# SECONDARY EXAMS
FORM 3
COMPUTER STUDIES
Paper 2
Marking Scheme

	Q. 1. DTP	max	Score	
a	Any folder created	1		
	Huruma folder created	1		
	Publication inside the folder	1		
	Correct boarder size (3"x 7")	3		
	Correct boarder style	2		
	Huruma supermarket with correct word art style	3		
	Christmas sale!!! In any star	2		
	Christmas sale!!! In 16 star	3		
	Any End of year sale graphic	2		
	End of year sale graphic well designed	4		
	Prices slashed (any)	2		
	Correct size and the word slashed well slashed	3		
	Whole Graphic well balanced	3		
b	Orientation changed to landscape	1		
	All margins correctly set to 1.25	1		
	Publication at the centre	1		
	Saving as Publish2	1		
c	Page 2 inserted	1		
	Correct no of rows &columns	4		
	Two thick boarder lines	2		
	All text entered	3		
	Publication well balanced	2		
	Correct columns widths with description largest	1		
	Saving changes	1		
d	Printing PUBLISH1 and Publish2	2		
	TOTAL	**50**		

	Q. 2. Spreadsheets	max	Score
a	Work in the folder	1	
	Any saving	1	
	Saving as Report	1	
	Correct Entries per record i.e. rowise	5	
	Appropriate title	1	
b	Correct labeling of totals and average columns	1	
	Correct formula for average =average(c2:g2)	1	
	Correct formula/function for total =c2+d2+e2+f2+g2 or=sum(c2:g2)	1	
	Both formulas copied to other adjusent cells	2	
c	Any attempted use of Rank function	1	
	Correct range and function with wrong syntax	1	
	Correct rank function =RANK(H2,$H$2:$H$11,0)	3	
d	Records sorted per class	1	
	Correct formula for average in all subjects	5	
e	Saving as Report2	1	
	Data copied to a new worksheet and renamed Updated	2	
	New row inserted and Odieki's detailed added correctly	2	
	Correct formula for chem (=107% *chem score)	2	
	Correct formula for physics (=92%*physics score)	2	
f	Any sorting using any field	1	
	Sorting using field position	1	
g	Any chart created	1	

		Pie chart created	1	
		Correct range for the chart i.e. showing only required records	2	
		Chart showing percent with legend and title	1	
		chart on a new worksheet	1	
	h	i) Any page number	1	
		Page number of type 'page x or y'	1	
		ii) Title centred and marged	1	
		iii) page margins changed to 0.75" or 2cm	1	
		paper size A4	1	
		saving as Report3	1	
	i	printing chart and Report2 @ 1 mark	2	
		TOTAL	50	