

BUNAMFAN MOCK EXAMINATION**COMPUTER STUDIES****DECEMBER 2021****451/2: MARKING SCHEME****QUESTION 1: WORD PROCESSING**

ITME NO	ITEM/ ACTIVITY	MARKS
1a)	Correct saving name: (other names award 0 mark)	1mk
	Dashed line (any other line deny $\frac{1}{2}$ mk)	1mk
	Address (full text – otherwise deny the mark)	1mk
	Bold	1mk
	Underline	1mk
	RE:.... Text	1mk
	Bold	1mk
	Underline	1mk
	Content <ul style="list-style-type: none">• Accurate & Complete (penalize $\frac{1}{2}$mks for each error)• Bold & Underline (@1mk)	5mks 2mks
b	Correct titles @1mk x 6 Correct record @ $\frac{1}{2}$ mk x7 Correct case $\frac{1}{2}$ mk (Deny the 0.5mk if any incorrect) Correct saving name (Course Participant Data)	6mks 3.5mks 0.5mk 2mks
c	Inserting merging fields@ 1mk x12 Inserting at correct location @1mk x12	6mks 6mks
d	Saving the merged file	2mks
e	Envelopes 1mk x7	7mks
f	Printing <ul style="list-style-type: none">• Letter• Envelope	1mk 1mk
Total		50 Marks

QUESTION 2: DATABASE

ITEM	MARKS
Database name	2mks
Splitting @1mk for correct table	7mks
Primary key	1mk
Relationships	1mk
Forms <ul style="list-style-type: none"> • Products Form • Sales Form 	3mks 3mks
Data entry @correct record 1mk x8	8mks
Sales query <ul style="list-style-type: none"> • Required fields • Calculation • Saving name 	2mks 2mks 1mk
Premium query <ul style="list-style-type: none"> • Required fields • Correct Criteria • Sort • Saving name 	2mks 2mks 1mk 1mk
Date query <ul style="list-style-type: none"> • Required fields • Criteria • Saving name 	1mk 2mks 1mk
Sales report <ul style="list-style-type: none"> • Required fields • Grouping • Saving name 	1mk 1mk 1mk
VAT Report <ul style="list-style-type: none"> • Required fields • VAT 16% field • Calculation • Saving name 	1mk 1mk 1mk 1mk
Printing <ul style="list-style-type: none"> • Tables @0.5mk • Queries @0.5mk • Reports @0.5mk 	1mk 1mk 1mk
Total	50mks