4.23.2 Computer Studies Paper 2 (451/2)

NO	MARKING POINTS	MARKS
1 (a)	Saving the workbook@1 Saving- as Task 1 @1, other case @0.5 6 columns typed work each @1=6 Text in rows 14-16 @1 Column titles @1 Applying bold to titles @1 Comma separator @1	11
(b) (i)	= sum (C2:C10) applied @1mk other formula which is = C2+C3...+C10 @0.5mk = copying to other cells @1	
(ii)	= sum (B2:F2) applied @1 other formula which is = C2+C3...+C10 @0.5mk Copying to other cells @1	4
(c)	i. Inserting two blank rows - insert 2 rows @0.5mk each Typing the title @1mark ii. Merging the cells A1:G1 @1 iii. Applying bold and font size = 15@1 bolding @ 0.5mk, size 1 @0.5mk	4
(d)	=B18 x C14 @2mks = (B18 *C14) @2mks; = (0.3 *C14) / = (B18 *C14) @1mk; other actual values e.g.=(780 *0.3) 0mk applying in other cells @1 **(Accept the use of 0.3 × C14)**	3
(e)	Thick outline@1 Regular inside @1	2
(f)	i. Copying @1 creating a new worksheet @1 ii. renaming old worksheet as **original** @1mk as indicated; other case e.g. ORIGINAL @0.5mk, other names 0mk renaming new worksheet **formatted** @1mk as indicated; other case e.g. FORMATED @0.5mk, other names 0mk	4
(g)	i. Landscape orientation @1 Scaling by factor 80% @1 ii. Values entered: 2 entered to cell B20, 3 to B21, 4 to B22, 5 to B23 @mark iii. = sum IF (C3:C11, D20, $D3: D11) @5 Function used @1 Range @1 Criteria @1 Sum-range @1 Applying in other cells @1 iv. Sorting the table @1 Using correct sorting criteria @1	10

NO	MARKING POINTS	MARKS

(h)	i. Correct chart type @1mk other @0mk
	     Data series - per quarter or per hotel @1mk *2=2mks
	     X & Y-axis labels @0.5mk*2
	      X – axis category values @1mk
	ii. Inserting title @1mk change of case @0.5mk
	     Moving the chart @1
	     Renaming the worksheet @1
		8

(i)	(i) Printing original worksheet @1 Row and Column headings enabled@1 (ii) Printing formatted worksheet @1 (ii) Printing the chart @ 1	**4**
	TOTAL	**50**
2(a) (i)	POPO CITY PLAN title @ 0.5 mk Portrait orientation @ 1, Paper size A4 @ 1mk Saving the publication @ 1 as Task 2 @1mk, Other case e.g. task 2 @0.5mk	**0.5** **3**
(b)	Rectangular outer border @ 1mk an outer border @ 0.5mk , weight @0.5mk	**1**
	River popo – Free hand lines @ 1mk – Correct shape @ 1mk as in curve, thickness, length – Label @0.5mk only correctly spelt text – Rotating the label @ 0.5	**3**
	Popo Banks – 4 rectangles each @ 0.5 = 2 – Roof polygon @ 1 a polygon/triangle/drawing – Text label: correct text@ 0.5 and correct position@ 0.5mk – Arrangement of elements @ 1mk to get correct shape	**5**
	Popo Hospital – Circle @ 1mk when thick; not thick outline @0.5mk – Shape H @ 1 – Text label @ 0.5 mk – Line weight @ 0.5 mk thick outline – Arrangement of elements @ 1mk i.e. letter H and circle	**4**

NO	MARKING POINTS	MARKS
	Public Park – Tree free hand @ 2 – Correct tree shape @ 1 – Second copy of the tree @ 1 – Text label @ @ 0.5 – Arrangement of elements @ 1	**5.5**
	Post office – 4 triangles each @ 0.5 = 2 – Text label @ 0.5 – Arrangement of elements @ 1	**3.5**
	County headquarter – 3 walls each @ 1 = 3 – 2freehand win@0.5, 1 door@0.5, other 0.5 – Roof @ 1 – Flag @ 0.5 – Flag post @ 0.5 – Black filled textbox@ 1 – Text only @ 0.5	**8**
	Industrial site – wavy line @ 0.5 – Polygon @ 1, 4 heads @ 1, 0ther 0.5 – Fill pattern @ 0.5 – Text label @ 0.5 – Arrangement of elements @ 1	**3.5**
	Trolley – Polygon @1 – Wheels freeform @1 – Text label @ 0.5 – Arrangement of elements @ 1	**3.5**
	Roads – Vertical road @ 1 – 2 horizontal roads @ 1 = 2 – Road to headquarter @ 1 – 2 round about each @ 0.5 = 1 – 3 text labels @ 0.5 =1.5 – Text rotation @ 0.5 – Rood fill pattern @ 0.5	**7.5**
	Arrange of all elements in the design @ 1	**1**
C	Printing the publication @ 1	**1**
	TOTAL	**50**