

**Question 2**

- a) Correct software @ 2mks  
 Measurements to centimeters @ 2mks  
 Setting correct margins @ 2mks  
 Setting A4 portrait paper @ 2mks  
 All round borders as it appears @ 1mk  
 Dotted background @ 1mk  
 Inserting computer images in correct size and positions @2mks

**Typing**

- First paragraph “many people...” @ 1mk
  - Section “computer hardware...” column @ 1mk
  - Use of bullets @ 1mk
  - Typing second column @2mks
  - Use of underline and italics @ 1mk
  - Typing and rotating “floppy disk...” @ 2mks
- b) Saving with correct name @2mks  
 With any other name @ 1mk
- c) Formatting heading and drop capping 1mk per style×5=5mks
- d) Heading “Hardware” formatting @ 1mk per format×5=5mks
- e) Text under “Hardware” formatting @ 1mk per format×3=3mks
- f) Correct banner 2mks  
 Correct text formatting @ 1mk
- g) - Entering the text 2mks  
 - 3 columns 1mk  
 - Drop cap 1mk  
 - Inserting lines between @3mks  
 - Typing the text below as it appears @3mks
- h) Printing @ 2mks