



Atika School

Free Online Academy

COMPUTER STUDIES PP2 MS

NO	AREA	MAX MARKS	MARKS AWARDED
1	QUESTION ONE : <u>SPREADSHEETS</u>		
1a)	Save Work book as MATOKEO_MUFTI	2	
	Creating borders, column & row headers correctly	5	
	Typing data correctly as it appears in worksheet	8	
b i)	Average point mark	3	
ii)	Rank using the Ave. Point Mark	3	
iii)	Overall grade using Ave Point Mark	3	
C (i)	No of students per grade	3	
ii	No of students taking specific subject	1	
iii	Max grade number	1	
iv	Min grade number	1	
v	A subjects Average mark	2	
vi	Average grade o f the Average Mark	2	
vii	Rank of each subject as per its average mark	4	
viii	% Above pass mark (>B-minus)	4	
d	Bar graph (Correct bar graph Subject vs Average mark)	4	

e	Footnote (name and index no)	2	
f	Printing the workbook	2	
	TOTAL	50	

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2	QUESTION TWO: <u>DATABASES</u>		
a)(i)	Correct design of 4 tables ; Class list, Pledge....@ 1 Mark	4	
iii)	Saving the database exactly as : Mchango_01 { award 2 or 1}	2	
b)	Entering data into Machango_01		
	- Correct data types & designs in the tables @ 2	8	
	- Correct data entry	3	
(i)	A query called Promised_Mchango		
	- Correct name ; wrong name =0	1	
	- Correct fields	2	
	- Correct computation	2	
(ii)	A query called ReceivedQ		
	- Correct name ; wrong name =0	1	
	- Correct fields	2	
	- Correct computation	3	
	A report called Pledged_Received		
	- Correct name; wrong name =0	1	
	- Correct fields	3	
(iii)	A query called Balance		
	- Correct name; wrong name =0	1	
	- Correct fields	2	
	- Correct computation	3	
	A report called Bal_report		
	- Correct name; wrong name =0	1	
	- Correct fields	3	
(iv)	4 reports : Award each correct report @1 mark (1*4=4)	4	
(v)	4 Forms : Award each correct Forms @ 1 mark (1*4=4)	4	

	TOTAL	50	