
KENYA NATIONAL EXAMINATION COUNCIL
REVISION MOCK EXAMS 2016
TOP NATIONAL SCHOOLS

FRIENDS SCHOOL KAMUSINGA
COMPUTER STUDIES
PAPER 2
MARKING SCHEME

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FRIENDS SCHOOL KAMUSINGA KCSE TRIAL AND PRACTICE EXAM 2016
COMPUTER STUDIES
451/2 / PAPER 2
MARKING SCHEME

Question 1 WORD PROCESSOR		MKS	Question 2 DATABASE		MKS
a)	Document typing		a)	Creating database	1
	Typing all text	8			
	In margin Drop cap (4 lines)	2	b)	Creating Table	
	Dropped Drop cap (3 lines)	2		Fields	1
	Bullets	3		Data types	1
	Proofreading	2		Field size/format	1
	All subtitles Bold	2			
	Spacing paragraphs	2	c)	ADM Number as primary key	2
	Saving as Networking _1	1			
			d)	Saving as students Table	2
b)	Saving changes	1			
	Copying & pasting	2	e)	Entering records in the table	3
	Saving as Networking _2	1			
	Justified	1	f)	Record insertion	2
c)	Centering	2	g)	Deleting record	2
	Bordering	2			
	Shading	2	h)	Sorting – ascending order	2
d)	Double line spacing whole document	2	i)	Moving fields	4
e)	Double indent	3	j)	Surname field size 20	1
	Double indent by 1.5"	3			
			k)	Form creation	2
f)	Left margin	1		Naming form as students entries	1
	Right margin	1		Inserting unbound control	1
	Top margin	1		Correct function	3
	Bottom margin	1			
			l)	Inserting picture in the form	3
g)	Header	2			
	Footer	2	m)	Report creation	3
h)	Saving changes	1	n)	Inserting picture in report header	2
i)	Printing		o)	Query _1	4
	Networking _1	1		Query _2	3
	Networking _2	1		Query _3	3
			p)	Printing each 0.5 marks	3
	Total marks	50		Total marks	50