
**KENYA NATIONAL EXAMINATION COUNCIL
REVISION MOCK EXAMS 2016
TOP NATIONAL SCHOOLS**

**KENYA HIGH SCHOOL
COMPUTER STUDIES
PAPER 2
MARKING SCHEME**

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KENYA HIGH SCHOOL KCSE TRIAL AND PRACTICE EXAM 2016

COMPUTER STUDIES

451/2 / PAPER 2

MARKING SCHEME

1. (a) (i) Header – Company’s name as letter head
√ Company’s name (1mk)
√ As letter head (1mk)
(ii) Footer
√ Current date & time (1mk)
√ Left aligned (1mk)
(iii) Insurance will cover (explanation of)
√ vehicles and each client dire (1mk)
√ car number will not be the same
(iv) Address line
√ Titre (2mks)
√ First name (2mks)
√ last name (2mks)
√ Address (2mks)
√ country (2mks)
√ car no. plate (2mks)
√ Amount_____ (2mks)
Total = 2 x 7 = 14mks)
2. (a) √ database name (personnel) (1mk)
√ Table name (department) (1mk)
√ correct entry (3mks)
(b) (i) Criteria > 32000/= (4mks), saving (1mk)
(ii) Criteria < 4500/= Am compare from computer department (4mks) saving (1mk)
(iii) Criteria: Married or single (3mks), saving (1mk)
(iv) Criteria: Between 25000 and 50000 (2mks), saving (1mk)
(v) Criteria: name beginning with M or end with S (2mks), saving (1mk)
(c) (i) √ creating a new column called new salary (2mks)
√ formula New salary: $[\text{Basic PAY}] * \frac{50}{100} + [\text{BASIC PAY}]$ (4mks) saving (1mk)
(ii) Criteria: earning > 33000/= and eyed between 39 and 70 (4mks), saving (1mk)
(d) (i) Creation of a form using form wizard (3mks)
(ii) Creation of form in design view (2mks) calculating the total basic salary (2mks), adding current date and time on the form header (½mk), a\saving (½mk)
(b) (i) Preparation of the table; √ merging of cell (3mks)
√ text formatting – (2mks)
√ correct entry (2mks)
(ii) format table √ border line colour red (2mks)
√ double line (3mks)
(iii) Shading; √ first two rows light green colour (2 ½ mks)
√ Rest of the table light blue (2 ½ mks)
(c) √ saving as computer (1mk) √ complete typing (3mks)
(i) Formatting √ title as computer program (½mk)
√ change case to upper case
√ font style TREBUCHET MS & Size 16 (½mk)
√ Font colour (½mk)
(ii) Find and replace √ finding instruction (1mk)
√ replacing instruction with its synonym (2mks)

- (iii) ✓ justify paragraph (2mks)
- ✓ shading colour (light green) (1mk)