KENYA NATIONAL EXAMINATION COUNCIL
REVISION MOCK EXAMS 2016
TOP NATIONAL SCHOOLS

MOI GIRLS HIGH SCHOOL
COMPUTER STUDIES
PAPER 2
MARKING SCHEME

MOI GIRLS HIGH SCHOOL ELDORET KCSE TRIAL AND PRACTICE EXAM 2016
COMPUTER STUDIES
451/2Paper 2
MARKING SCHEME

1.   a.   Type exactly as it appears   (26 marks)

           -    Title bold and left aligned
           -    1st paragraph left alingned
           -    Numbering done properly
           -    2nd paragraph well indented 1st line indent
           -     Subtitle hardware trends should be bold and underlined
           -    Saving/A
      b.   i.   Searching and replacing word data with information   (2 marks)
            ii.   Capitalising   (2 marks)
            iii.   Saving   2 Marks — DOC B
      c.   i.   Reformatting   (6 marks)
            DOC c
      d.   Reordering   (6 marks)
      e.   Paper orientation to landscape   (2 marks)
      f.   Prialing   (2 marks)
2.   a.   i.   Creating table and entering the data   (4 marks)
            ii.   Setting a primary Key   (2 marks)
            iii.   Setting index   (2 marks)
            iv .   Saving table   (2 marks)
      b.   i.   Insert field for yes and No   (2 marks)
            ii.   Indication of those who have paid more than 4000   (2 marks)
            iii.   Saving table with A   (2 marks)
      c.   i.   Creating a querry   (8 marks)
            ii.   Writing the querry expression   (2 marks)
            iii   Saving querry   (2 marks)
      e.   i.   report   (10 marks)
            ii.   Saving report   (2 marks)