451/2

COMPUTER STUDIES

PRACTICAL PAPER

MARKING SCHEME – TOTAL   (100 MKS)

1. a) Creating the publication   (1mk)
    b) i) Paper size A4 potrait   (2mks)
       ii) Margins "0.5" all round   (2mks)
       iii) Division horizontal   (2mks)
       iv) Border   (2mks)

    c) Logo (proper design)   (9mks) penalize ½ mk for each mistake
    d) Title (correct specification)   (7mks)
    e) Official receipt (correct specification   (4mks)
        (penalize ½ mk for each incorrect specification)

    f) i) All text entered with correct specification.
    ii) Alignment of text   (2mks)
    iii) Group of object   (2mks)
    iv) Availability of 2 copies in one page.   (1mk)

    g) Header (name, class and index)   (1mk)
    h) Correct name (INVOICE)   (1mk)
    (Otherwise penalize ½ mk)

    i)   Printing.   (2mks)

             2a) Entering all data as it appears   (14mks)
                (Penalize (1mk) for improper format)

             i)   Top alignment for all entries   (1mk)
             ii)   Left alignment for all entries   (1mk)
             iii)   Comma separator   Penalize   (1mk)
             iv)   Bold face for labels   (1mk)
             v)   Upper case   (1mk)
             vi)   Suitable title   (1mk)

b)   i) Copying sheet 1 to sheet 2   (1mk)
          Correct formula for totals   (3mks)
          Labeling the cells   (2mks)
        ii)   Input 11% in the correct cell   (2mks)
          (penalize 1mk if in another cell)
          Labeling the cell C20 appropriately   (3mks)
          New column between sales and hours of overtime and proper labeling.   (2mks)
          (Otherwise penalize 1m for wrong labels and improper position)
          Correct formulae and reference.   (4mks)
          Penalize (2mks) if other formulae are used.

        iii)   Coping the formulae to the other cells.   (2mks)
        iv)   Correct renaming of the sheet   (1mk)

c) Coping to sheet 3   (1mk)

- Converting basic pay and sales to 2 d.p   (2mks)

- Correct use of 1F function   (2mks)

- Correct output remarks   (3mks)

Correct renaming of the column.   (1mk)

-    Double border and correct name.   (3mks)
     (otherwise penalize   (1mk) for each)

        d)   Presence of 3 worksheet (printed)   (3mks)