**451/2**

**COMPUTER STUDIES**

**PAPER 2**

**MARKING SCHEME.**

**EXPENSES 1 = 1mk ( for printing**

**KIBOS HOLDINGS COMPANY LIMITED**

**P.O BOX 23625 BOMET.**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **First Quarter Second Quarter** |  |  |  |  |
|  | **January** | **February** | **March** | **April** | **May** | **June** |
| **Production** | **15642** | **14687** | **18741** | **19457** | **15412** | **15441** |
| **Transportation** | **1564** | **1469** | **1874** | **1946** | **1541** | **1544** |
| **Warehousing** | **1125** | **1056** | **1347** | **1398** | **1107** | **1109** |
| **Promotion** | **2564** | **2407** | **3071** | **3188** | **2525** | **2530** |
| **Salary** | **4525** | **4248** | **5420** | **5626** | **4456** | **4465** |

Bold + centered + underlined each

1mk = 3mks

Bold + centered + underlined @ 1mk = 3mks

Boarders = 2mks

Correct alignment = 2mks

All entries correct = 7mks

One wrong entries = 5mks

Two wrong entries = 3mks

Turee or wrong entries = 3mks

Wrong entries=0

b) i) Worksheet correctly copied to sheet 2 = 2mks

ii) = 2mks for tithe “Total”

= 2mks for correct formula for total production cost.

1. 

**KIBOS HOLDINGS COMPANY LIMITED**

**P.O BOX 23625 BOMET.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **First Quarter** | **Second Quarter** |  |  |  |  |
|  | **January** | **February** | **March** | **April** | **May** | **June** | **Total**  2mks  2mks  1mks  1mks  1mks  4mks |
| Production | 15642 | 14687 | 18741 | 19457 | 15412 | 15441 | 99380 |
| Transportation | 1564 | 1469 | 1874 | 1946 | 1541 | 1544 | 9938 |
| Warehousing | 1125 | 1056 | 1347 | 1398 | 1107 | 1109 | 7142 |
| Promotion | 2564 | 2407 | 3071 | 3188 | 2525 | 2530 | 16285 |
| Salary | 4525 | 4248 | 5420 | 5626 | 4456 | 4465 | 28740 |
| Total Expenses *** any 4 correct 4mks*** | 25420 | 23867 | 30453 | 31615 | 25041 | 25089 | 161485 |
| Percentage of Total Expenses4mks | 15.7414 | 14.7797 | 18.8581 | 19.5777 | 15.5067 | 15.53364 |  |

4mks (any 4 correct)

c) ii) = Sum (E5: E9)  = 2mks

or

= E5 + E6 + E7 + E8 + E9  = 2mks

d) i) = Sum ($ H $ 5: $ H $ 9) = 4mks

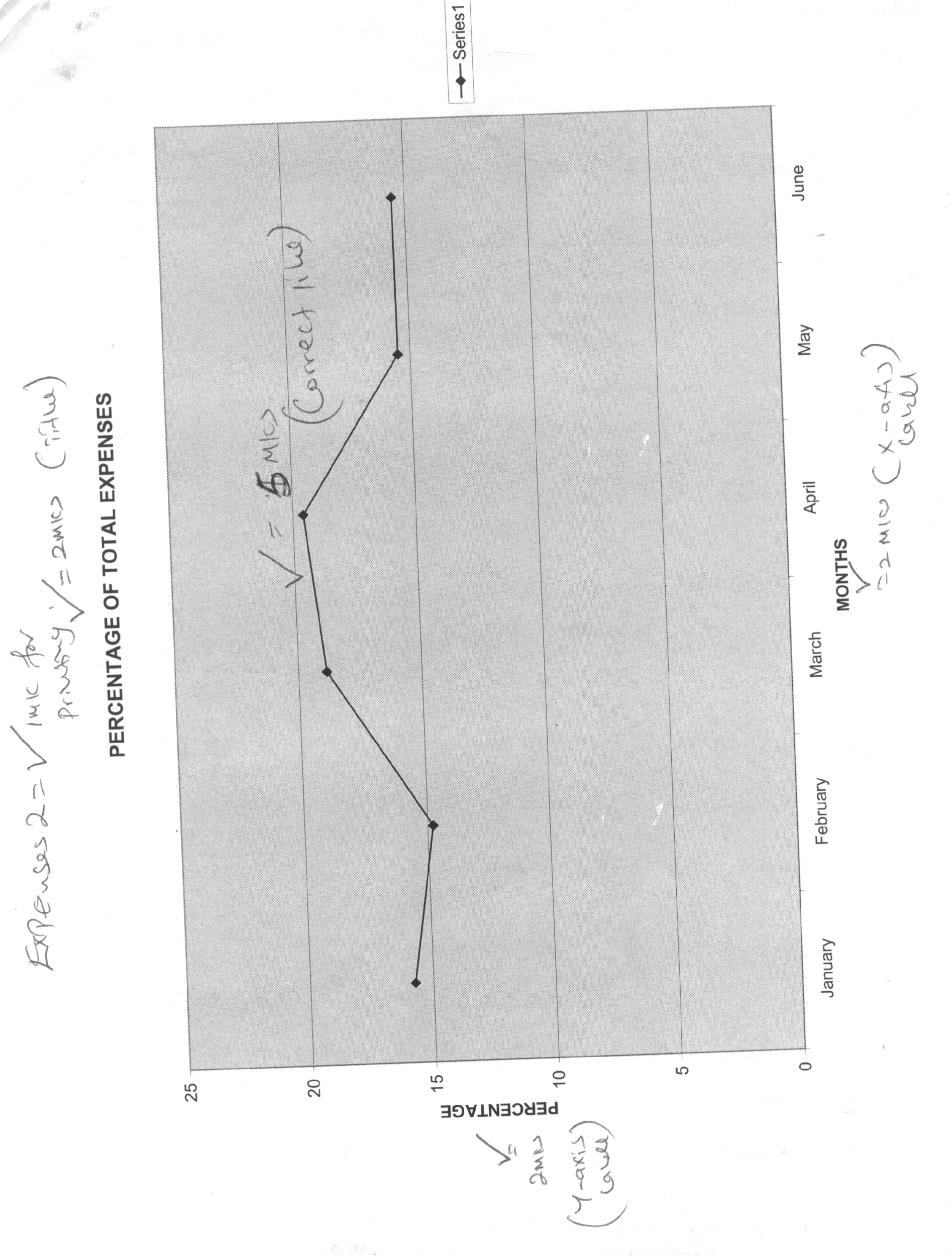
or

=$ H $5 + $H$6 + $ H $7 + $H $8  = 4mks

iv) = ( F9 / $ H10) \* 100 =  2mks

or

= (F9 / H10) \* 100 = = 2mks



2. a) i) Correct tapes size i.e. A$  2mks

ii) Correct margin 2mks

1. Correct margin setting 87m, 81m & 97m  = 2mks
2. Correct space between columns (6mm) =  2mks
3. Correct key in of text

No mistake  =8 mks

One mistake  =6mks

Two mistakes  = 4mks

Three mistakes  = 2mks

Four any more  = 0mks

1. i) Reverse title  = 2mks
   1. Bold million headly  = 2mks
   2. Italicized & centered mission statement  = 2mks @
   3. Centered address at bottom of column 3 = 2mks
   4. Clipart appropriately placed  = 2mks
   5. Work saved as sample 2 =  2mks
2. i) Main title and sub-title in bold  = 2mks

ii) Main the underlines  = 2mks

1. Courses highlighted using bullets =  2mks
2. Tooter
3. Mailing coupon.
4. Mailing Coupon

i) Bolden and centered  2mks

ii) Capton included  2mks

1. Work saved  2mks
2. Printed sample 1,Sample 2,Sample 3 @ 2mks  6mks