

4.24.2 Computer Studies Paper 2 (451/2)

NO	MARKING POINTS	MARKS
1. (a)	<p>Typing values in the cells</p> <ul style="list-style-type: none"> ✓ Values in cell range A1: B6 @1 ✓ Margin cells A1:B1 @ 1 ✓ Text wrap in the title A1:B1 @ 1 ✓ Typing column 1 (range A9: A22) @ 1 ✓ Typing column 2 (range B9: B22) @ 2 ✓ Typing column 3 (range C9: C22) @ 1 ✓ Typing column 4 (range D9: D22) @ 1 ✓ Typing column 5 (range E9: E22) @ 1 ✓ Saving the workbook @ 1 <p>Column title text (row 8)</p> <ul style="list-style-type: none"> ✓ Typing column title text (correct, bolded and completeness-A8, H8) @ 2 ✓ Wrapping titles @ 1 ✓ Applying bold face @ 1 ✓ Applying borders to all the visible cells @ 1 	(15 marks)
(b)	<p>Naming the cells containing:</p> <ul style="list-style-type: none"> ✓ 1500 as SR @ 1 ✓ 2800 as DR @ 1 ✓ 3200 as VP @ 1 ✓ 300 as FR @ 1 	(4 marks)
(c) (i)	<p>=If (D9 = "S", C9* SR, if (D9= "D", C9 * DR, if (D9 = "V", C9 * VP)))</p> <p>Use of the IF function @ 1 S selection @ 2 D selection @ 2 V selection (else) @ 2 Logic and syntax @ 1</p>	(8 marks)
(ii)	<p>=If (E7 = "Yes", FR * C7, 0)</p> <ul style="list-style-type: none"> ✓ Use of the function @ 1 ✓ Selection of fridge @ 1 ✓ Alternative selection @ 1 	(3 marks)
(iii)	<ul style="list-style-type: none"> ✓ = G 7 * H7 @ 1 ✓ Applying other cells @ 1 	(2 marks)
(d)	<ul style="list-style-type: none"> ✓ Currency formats @ 1 ✓ Zero decimal formats @ □ ✓ Formats applied in the correct range @ □ 	(2 marks)
(e) (i)	Copying the content of the current worksheet to sheet 2	(1 mark)
(ii)	<ul style="list-style-type: none"> ✓ Rename sheet 1 as original @ 1 ✓ Rename sheet 2 as NEW @ 1 	(2 marks)
(f) (i)	<ul style="list-style-type: none"> ✓ Enabling <i>filter</i> feature @ 1 ✓ Filtering out correct records (displaying S values only) @ 1 	(2 marks)

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(ii)	<ul style="list-style-type: none"> ✓ Creating bar chart @ 1 ✓ Selecting the correct X fields @ 2 ✓ Selecting the correct Y fields @ 1 	(4 marks)
(iii)	Insertion of chart elements <ul style="list-style-type: none"> ✓ Chart title @ 1 ✓ X axis label @ 1 ✓ Y axis label @ 1 	(3 marks)
(iv)	Renaming the chart worksheet as <ul style="list-style-type: none"> ✓ SREVENUE @ 1 	(1 mark)
(g)	Printing the following <ul style="list-style-type: none"> (i) Original worksheet @ 1 (ii) NEW worksheet @ 1 (iii) SREVEN (iv) UE chart @ 1 	(3 marks)
2. (a)	Page settings <ul style="list-style-type: none"> (i) Paper orientation @ 1 (ii) Units set to centimetres @1 (iii) Paper size set to A4 @ 1 (iv) Margins set to 2cm @ 1 	(4 marks)
(b)	Border lines <ul style="list-style-type: none"> (i) Outer borders @1 (ii) Inner rectangles @1 (iii) Corner shapes @ □ x4 =2 (iv) Position on the page @1 	(5 marks)
	“Certificate of Participation” Text <ul style="list-style-type: none"> ✓ Typing text @1 ✓ Enlarging and italicizing of “of” @2 ✓ Positioning of this element on the page @1 	(4 marks)
	Lines below and above the “Certificate of Participation” text <ul style="list-style-type: none"> ✓ Top lines @ □ x 2 =1 ✓ Below lines @ □ x 2 =1 ✓ Correct placement @1 	(3 marks)
	“Awarded to:” Text <ul style="list-style-type: none"> ✓ Typing text @1 ✓ Correct placement this element on the page @1 	(2 marks)
	Line below “Awarded to:” Text <ul style="list-style-type: none"> ✓ Inserting of the line @1 ✓ Correct placement @1 	(2 marks)
	“For the phenomenal……” text <ul style="list-style-type: none"> ✓ Typing text @1 ✓ Correct placement @1 	(2 marks)

NO	MARKING POINTS	MARKS
	“Fire Emergency Rescue” Text <ul style="list-style-type: none"> ✓ Typing the text @1 ✓ Text (font) size @1 ✓ Fill pattern (outline font) @1 ✓ Insertion of text box @1 ✓ Applying a dotted background in the text box @1 ✓ Correct positioning of this elements in the page @1 	(6 marks)
	“Presented By:” Text <ul style="list-style-type: none"> ✓ Typing text @1 ✓ Horizontal line below @1 ✓ Position on the page @1 	(3 marks)
	“On This Day” Text <ul style="list-style-type: none"> ✓ Typing text @1 ✓ Position on the page @1 ✓ Horizontal line below @1 	(3 marks)
	The Flame and Candle Graphic <ul style="list-style-type: none"> ✓ 2 curved lines @ $\square \times 2 = 1$ ✓ Flame outline(Filling the inner curve) @2 ✓ Rectangular shape @1 ✓ Correct fill pattern on the rectangle @$\frac{1}{2}$ ✓ Correct position of all the elements in the page @1 	(5 marks)
	The Star Graphic <ul style="list-style-type: none"> ✓ Outer shape (drawing) @1 ✓ Fill pattern @1 ✓ Star shape (drawing) @1 ✓ White fill colour @1 ✓ Correct positioning on page @1 ✓ Star shape in front @1 	(6 marks)
	Second Star graphic <ul style="list-style-type: none"> ✓ Copying (duplicated) @1 ✓ Correct positioning of both graphic each $2\square = 2$ 	(3 marks)
	<ul style="list-style-type: none"> ✓ Saving the certificate 	(1 mark)
(c)	<ul style="list-style-type: none"> ✓ Printing the design 	(1 mark)