



# MARKING SCHEME

## THE ROYAL EXAM SERIES



Kenya Certificate of Secondary Education

### 451/2 — COMPUTER STUDIES — Paper 2

1. a) (i) Existence of filename called LIST = 1 mks
- Creation of table and data existence (with borders) = 2 mks
  - Underline of the header labels = 1 mks
  - All correct entries = 10 mks
  - Correct usage of fonts and size (times New Roman, Size 12) = 2 mks
  - Use of auto sum feature to get the sum in the fees column = 4mks
  - Existence of filename LETTER = 1 mks
- (ii) Converting table to text = 2mks
- Justification of the 1<sup>st</sup> paragraph = 4 mks
  - Correct typing of whole document = 10 mks
  - Formatting as per specification given = 5 mks
  - Merging the two documents = 6mks
- c) Hardcopy printouts of LIST.DOC and LETTER.DUC = 2 mks
2. a) i) Creation of the worksheet and existence of MARKS1 = 2 mks
- All entries correctly entered = 5 mks
  - Validation of cells to display “Please enter number between 0 and 100” = 2 mks
  - Formatting of worksheet as per specification and existence of MARKS 2 = 2 mks
- b) Correct formula for each of the following:
- Total for each student (SUM) = 2 mks
  - Mean Score for each student (AVERAGE) =2 mks
  - Highest score per subject (MAX) =2 mks
  - Standard Deviation (SD) = 2 mks
  - Rank for each student (RANK) =2 mks
  - Grade computations for each student = 10 mks
  - Saving = 2 mks
  - Insert a new row for Chege Kisilu and entering data = 3 mks)
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  - (d) Format the ranges with values for mean score and standard deviation to display results to 3 decimal places and existence of MARKS 4. = 4 Mks
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  - (e) Select a free cell and enter 10%. = 2mks
  - Use the value entered to increment the mean score of each student. = 4mks
  - Existence of MARKS 5. (2mks)
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  - (f) Printing. (2mks)