ASUMBI GIRLS HIGH SCHOOL
TERM 3 – JANUARY 2021
FORM 4 – COMPUTER STUDIES PAPER 2
MARKING SCHEME

Instructions to candidates

- Type your Name and Index No at the top right hand corner of each printout.
- Write your **Name** and **Index No** on the **CD**
- Write the Name and version of software used in each question on the answer sheet
- Passwords should not be used
- Answer **ALL** the questions
- All answers must be saved in a **CD**
- Make printouts of the answers

QUESTION	MARKS
QN1	
QN2	
TOTAL	

1. (a)	- Title: TIP TOP CONSULTANTS	2 marks
	- Subtitle	1 mark
	- addresses	2 marks
	Date (Monday, 11 April 2009)	1 mark
	- recipient address block	1 mark
	- reference (typing)	½ mark
	- double underline	1 mark
	bolding	½ mark
	- justification	1 mark
	- bullets	1 mark
	- salutation	1 mark
	- body text (3 sections @ 1 mark each)	3 marks
	- saving (letter main)	1 mark
		16 marks
(b)	Footer	
	text	1 mark
	position (in the footer area)	1 mark
		2 marks
(c)	Logo	
	- 3 objects x 1	3 marks
	- text	1 mark
	- line weight	1 mark
	- positioning	1 mark
		6 marks
(d)	Data source	
	- creating 8 fields x ½	4 marks
	- each record 6 x 1	6 marks
	- saving (List file)	1 mark
		11 marks
(e)	Merging	
	- positioning 9 fields correctly	4½ marks
	- saving (merged document)	½ mark
		5 marks
(f)	Page numbering	2 marks
(g)	Producing envelopes	
	Fields (@ ½ mark per field)	2½ marks
	Layout (@ ½ mark per line)	1½ marks
		4 marks
(h)	Printing	
	- main letter	1 mark
	- data source	1 mark
	- merged document page 5	1 mark
	- print the first envelope	1 mark
		4 marks

2. (a)	(i)	Each row x 1 mark	7 marks
		All other labels	1 mark
		Saving	1 mark
			9 marks
	(ii)	Format currency	1 mark
		Bolding of labels - header row & total	1 mark
		Double border/Text wrap	1 mark
		All other borders	1 mark
			4 marks
(b)	(i)	I. Formula at B9 = Sum (B2:B8) OR = B2 + B3 + B4 + B5 + B6 + B7 + B8 NB: Accept any other correct formulae from other spreadsheet packages	1 mark
		II. Formula at E2 = Sum (B2:D2) OR = B2 + C2 + D2	1 mark
	(ii)	Application of formulae on **row** and **column**	2 marks
			4 marks
(c)	(i)	Formula in cell F2 = B2/50 + C2/65 * 2 + D2/40 * 3 or = int (B2/50) + int (C2/65) * 2 + int (d2/40) *3 or = int(B2/50 + C2/65 * 2 + D2/40 *3	3 marks
	(ii)	Formula application/copying	1 mark
			4 marks
(d)	(i)	Formula in G4 = IF(F4 > = 1300, "Gold", IF(F4 > = 1100, "Silver", "Bronze"))	5 marks
	(ii)	Formula application	1 mark
	(iii)	Formula at G9 = COUNTIF(G2:G8, "GOLD")	3 marks
		Label (those to be promoted)	1 mark
			10 marks
(e)		Formula at H2 = 20,000 + B12/100 * E2	4 marks
		Entering 2 and label (commission)	1 mark
			5 marks

(f)	Chart (Bar)	
	Select the ranges x 1 mark per column 2 marks for product R	4 marks
	Invoke correct chart	1 mark
	Label x-axis and y-axis	2 marks
	Legend	1 mark
	Title (chart)	1 mark
		9 marks
(g)	Renaming sheets - Data sheet	1 mark
	- Chart sheet	1 mark
		2 marks
(h)	Printing (i) Sales data	1 mark
	(ii) Sales data showing formulae	1 mark
	(iii) Sales chart	1 mark
		3 marks