**GOLDEN ELITE EXAMINTIONS 2020**

**451/ 2**

**COMPUTER STUDIES**

**PAPER 2**

**(PRACTICAL)**

**MARKING SCHEME**

1. (a) (i) Header - Company's name as letter head

* Company's name (1mk)
* As letter head (1mk)

(ii) Footer

* Current date & time (1 mk)
* Left aligned (1mk)

(iii) Insurance will cover (explanation of)

* vehicles and each client dire (1mk)
* car number will not be the same

(iv) Address line

* litre (2mks)
* First name (2mks)
* last name (2mks)
* Address (2mks)
* country (2mks)
* car no. plate (2mks)
* Amount (2mks)

**Total=2x7=14mks)**

2. (a)**√**database name (personnel) (1mk)  
**√**Table name (department) (1mk)  
√ correct entry (3mks)

(b)(i) Criteria > 32000/= (4mks).Saving (1mk)

(ii) Criteria < 4500/= Am compare from computer department (4mks) saving (1mk)

(iii) Criteria: Married or single (3mks), saving (1mk)

(iv) Criteria: Between 25000 and 50000 (2mks), saving (1mk)

(v) Criteria: name beginning with M or end with S (2mks). Saving (1mk)

(c) (i) √ creating a new column called new salary(2mks)

√Formula New salary: [Basic PAY] \*+ (BASIC PAY] (4mks) saving (1mk)

(ii) Criteria: earning > 33000/= and eged between 39 and 70 (4mks), saving (1mk)

(d) (i) Creation of a form using form wizard (3mks)

(ii) Creation of form in design view (2mks) calculating the total basic salary (2mks), adding current date and time on the form header (½mk), a\saving (½mk)

(b) (i) **Preparation of the table**; √ merging of cell (3 mks)

√ text formatting (2mks)  
√ correct entry (2mks)  
√ saving as MSS (1mk)

(ii) **Format table**  √border line colour red (2mks)

√double line (3mks)

(iii) **Shading;** √first two rows light green colour (2 ½ mks)

√Rest of the table light blue (2½ mks)

(c) √saving as computer (1mk) √ complete typing (3mks)   
(i) **Formatting** √title as computer program (1/2mk)

√change case to upper case

√font style TREBUCHET MS & Size 16(1/2mk)

√Font colour (1/2mk)  
(ii) **Find and replace** √finding instruction (1mk)

√replacing instruction with its synonym (2mks)

(iii) √ justify paragraph (2mks)

√shading colour (light green) (1mk)