QN	SECTION	ACTIVITY	MAX MARK	MARKS AWARDED
1	a	Correct filename "HEALTHY_SCHOOL" 1mk	1	
		Fully typed text	6	
		Bulleting @ ½mk x 4	2	
		Bolding	1	
		Numbering	1	
		Underlining @½mk x 2	1	
		Punctuation	1	
		Inserting drop cap (1mk), dropped 3 lines (1mk)	2	
		Line between text in columns and graphics in the middle, 4.5' weight (1mk)	1	
		Outline border for the design (1mk)	1	
		Correct insertion and placement of graphics in the middle	2	
	b	PAGE LAYOUT		
		(i) Correct custom paper size , landscape orientation (Width = 11.6", Height = 8.268) @1mk	2	
		(ii) Margins (Top, Bottom, Right, Left) @½mk x 4	2	
		(iii) Dividing page into two parts with ruler guide – 1 part@1mk	2	
		(iv) Fitting design into the set margins – correct placement in relation to the set margins.	2	
c	C	HEALTHCARE LOGO		
		- Correct placement 1mk	3	
		- Measurement: Height **1.213**" (1mk) and Width **1.118**" (1mk)		
	d	MAIN TITLE TEXT & OBJECT		
		(i)		
		- Upper case ½mk		
		- Font type – Candara 1mk	4	
		- Font size – 26 1mk		
		- Text aligned to right ½mk		
		(ii) Object background color – **Accent 1**(1mk)		
	e	TEXT ON THE LOWER PART		
		- Font color – **Custom color combination (Red=51, Green=4, blue=252)** @ 1mk, incorrect combination = ½mk	3	
		- Aligned to left 1mk		
		- Font size – 10pts 1mk		
	f	FORMATTING TEXT IN COLUMNS		
		- Font type – Times new roman 1mk	2	
		- Font size – 12pts		

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	g	LINE STYLE - thickness of 4.5" in weight		
	h	Hyphenation (any)	1	
	i	STAR		
		- 24 sided star 1mk	2	
		- Background color - Black ½mk		
		- Text inside- font type **Calibri** ½mk		
	j	Fitting TWO copies of the design into one page - Correct positioning 1mk - If not correct award ½mk	1	
	k	All objects in the design grouped as one (1mk), - If not grouped 0mk	1	
	l	FOOTER - Name 1mk, Index number 1mk - Correct alignment to center 1mk	2	
	m	Printing	1	
		TOTAL MARKS	**50 MARKS**	

		Activity	Marks	Cand.Mark
Q 2	(a)	Creating database named **Safiri Transport Company**	1	
		Creating and naming the table **vehicle** Creating and naming the table **drivers**	2	
		Vehicle table Creating and naming the table **vehicle** Correct field data types	5	
		Driver table Creating and naming the table **drivers** Creating and naming field	5	
		Primary keys **Vehicle table** **Driver table**	2	
	(b)	Two relationships(correct fields)	2	
	(c)	Creating forms (Forms with all fields) **Vehicle table** **Driver table**	7	
	(d)	Creating query name Kericho Display drivers details (list of all the drivers who made more than 5 trips to kericho)	5	
	(e)	Creating query name Allowance Display driver's details and total allowance earned by each driver.	5	

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	(f)	Creating query name Pay roll Compute each driver's earnings	3	
	(g)	Creating a report Total allowance Monthly pay for each driver	7	
	(h)	**Printing :** **Tables:** • Vehicle • Driver **Form** • Drivers **Report** • Allowance • Payroll	6	
			50	