**COMPUTER STUDIES**

**MOKASA I PAPER 2**

**MARKING SCHEME**

**QUESTION 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QN** | **SECTION** | **ACTIVITY** | **MAX MARK** | **MARKS AWARDED** |
| **1** | **a** | Creating folder – 1mk adm no, last names as folder name-1mk Creating document with correct filename “**Mokasa\_I**” – 1mkFULLY TYPED TEXT * TYPING – 2mks
* TITLE MOKASA LABS – Arial black font and underlined word art – 3mks
* Bodt text FONT **times new roman** – 2mks
* CENTRED ALIGNMENT for subject title, underlined – 2mks
* ITALICS – 1mk
* Creation of table, strikethrough, table shading – 3mks
* DROP CAP in 1st paragraph – 1mks
* All Bolding – 1mk
* SHADING OF TITLE “ MOKASA LABS” - 1mk
 | **20mks** |  |
| **b** | 1. MARGINS

Portrait orientation -1mkTop, Bottom – 0.5” or 1.27cm - (@1mk = 2mks)Gutter – 0.2” 0r 0.51cm – 1mk1. PAGE SETTINGS
	* A4 – 1mk
 | 5mks |  |
| **c** | Changing TITLE MOKASA LABS to: – Algerian font size 36 – @1mk | 3mks |  |
| **d** | HEADER - Name and Adm no – 2mks | 2mks |  |
| **e** | FORMATTING OF THE PARAGRAPH “*The contest will involve the”** + **First line indent** – 1mk
	+ **Font type**: calibri – 1mk
	+ **Line spacing** :1.2 point **–** 1mk
 | 3mks |  |
| **f** | FORMATTING THE TEXT **“interschool annual software development contest”** * Apply a shadow – 1mk
* Colour: **Any** – 1mk
* Font type – **calibri** - 1mk
 | 3mks |  |
| **g** | SPELL CHECKING | 1mk |  |
| **h** | Saving As a new document **“Mokasa II** | 1mk |  |
| **i** | PAGE NUMBERING at bottom of page – 1mk | 2mks |  |
| **j** | COMPUTING **Total Cost & Total amount** in table | 2mks |  |
| **k** | Applying BULLETS | 2mks |  |
| **l** | Concert paragrapgh *“Schools are encouraged to participate…”* * + 2 columns – 2mks
	+ Line between -1mk
 | 3mks |  |
| **m** | PRINTING Mokasa\_I and Mokasa II |  |  |
|  | **GRAND TOTAL** | **50MKS** |  |

**QUESTION 2**

1. Creating a workbook, entering data **CORRECTLY** to the worksheet and saving it as **NEMIS** in worksheet **(-10 mks)**
* Wrong entries(-2mks)
* Unmerged cells/unsplit cells (-2mks@)
1. Duplicate copy of NEMIS and renaming worksheet 2 as **NEMIS 1 (-1 mark)**
2. Correct formulae/function to compute Non registered students per school
3. Non registered = **Target population-(male+female)**  **(-3mks)**

**Note: correct cell referencing**

1. Inserting a new column  **‘(%) REGISTERED (-1mk)’**
	* + **Correct formular for** percentage registeredstudents per school **(-3mks)**

Male+Female/total\*100

 **Note: Correct cell references)**

* + - Converting to 2 decimal places. **(-1 mk)**
1. Insert a column after the registration fee and naming **REMARKS (-1mk)**

Use of IF function correctly to declare the remarks. **(-5mks)**

1. Correct use of ‘Count if’function to count those Below expectations in cell G18 (**-2mks)** =COUNT IF(cell range,”=Below expectation”)

Correct use of function to fill the

* + - Totals: =SUM(cell range) **(-1mk)**
		- Averages =AVERAGE(Cell range) **(-1mk)**
1. Formatting
2. Bold the title**(1/2mk)**

Center it across the page in a merged cell**(1mk)**

Times New Roman. **(1/2mk)**

1. Apply border to a blank cell in the worksheet as follows

- Double line for the outer border, **(1mk)**

- Dotted lines for the horizontal inside border **(1mk)**

 - Dashed lines for the vertical inside border. **(1mk)**

**iii** Format the registration fees to Kshs**. (1mk)**

 Sum of the registration fees **(1mk**

1. Copy the entire **NEMIS 1** worksheet to a blank sheet (-**1mk)**

 Rename the new sheet as **NATIONAL NEMIS.** **(-1mk)**

1. Correctly drawn Bar graph **(-2mks** Labeled x , y axis,legend and title **(-2mks)**

Saved as **CHART**  **(-1mk)**

1. Inserted name as header **(-1mk)**

Date as header **(-1mk)**

 Index number as header **(-1mk)**

 Class as a footer. **(-1mk)**

1. Printed: **NEMIS 1 (-1mk)**

**NATIONAL NEMIS**  **(-1mk)**

**CHART** **(-1mk**