

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: $[Basic\ PAY] * \frac{50}{100} + (BASIC\ PAY)$ (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 (1/2mk), a\saving (1/2mk)

(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 1/2 mks)

✓Rest of the table light blue (21/2 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)

- (ii) **Find and replace**
 - √Font colour ($\frac{1}{2}$ mk)
 - √finding instruction (1mk)
 - √replacing instruction with its synonym (2mks)
- (iii) √ justify paragraph (2mks)
 - √shading colour (light green) (1mk)