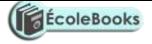
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GOLDEN ELITE EXAMINTIONS 2020

451/2
COMPUTER STUDIES
PAPER 2 (BRACTICAL)
(PRACTICAL) MARKING SCHEME
1. (a) (i) Header - Company's name as letter head
\checkmark Company's name (1mk)
\checkmark 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 $(1mk)$
\checkmark car number will not be the same
(iv) Address line
\checkmark litre (2mks)
$\checkmark \text{ First name} \qquad (2\text{mks})$
\checkmark last name (2mks)
\checkmark Address (2mks)
\checkmark country (2mks)
\checkmark car no. plate (2mks)
$\checkmark \text{Amount} (2\text{mks})$
Total=2x7=14mks)
2. (a)√database name (personnel) (1mk) √Table name (department) (1mk)
$\sqrt{\text{correct entry}}$ (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) $\sqrt{\text{creating a new column called new salary(2mks)}}$
$\sqrt{\text{Formula New salary: [Basic PAY]} * \frac{50}{100} + (BASIC PAY]}$ (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 ($\frac{1}{2}$ mk), a\saving ($\frac{1}{2}$ mk) (b) (i) Preparation of the table ; $\sqrt{merging of cell}$ (3 mks)
$\sqrt{10}$ (b) (i) Treparation of the table , $\sqrt{10}$ integring of cent (5 mks) $\sqrt{10}$ text formatting (2mks)
$\sqrt{\text{correct entry}}$ (2mks)
$\sqrt{\text{saving as MSS}}$ (1mk)
(ii) Format table $\sqrt{\text{border line colour red}}$ (2mks)
$\sqrt{\text{double line}}$ (3mks)
(iii) Shading; $\sqrt{\text{first two rows light green colour}}$ (2 ½ mks)
$\sqrt{\text{Rest of the table light blue}}$ (2½ mks)
(c) $\sqrt{\text{saving as computer (1mk)}}$ $\sqrt{\text{complete typing (3mks)}}$
(i) Formatting $\sqrt{\text{title as computer program}} (1/2 \text{mk})$
$\sqrt{change case to upper case}$
$\sqrt{\text{font style TREBUCHET MS & Size 16(}^{1}/_{2}\text{mk})}$
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(ii) Find and replace

 $\sqrt{Font colour (^{1}/_{2}mk)}$ $\sqrt{finding instruction}$ (1mk) $\sqrt{replacing instruction}$ with its synonym (2mks)

(iii) $\sqrt{\text{justify paragraph}}$ (2mks) $\sqrt{\text{shading colour (light green) (1mk)}}$

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