

**MARKING SCHEME**  
**COMPUTER STUDIES PAPER 452/2**  
**ARISE AND SHINE TRIAL 1 EXAM**  
**MARCH/APRIL-2020**

**QUESTION ONE**

1(A).completely typed letter (12 marks)

Single error (- $\frac{1}{2}$  mark)

More than 6 errors (5 marks)

(i). Saving main document

- Using correct name (1mark)

- Using any other name ( $\frac{1}{2}$  mark)

(ii). Saving Data source list

Using correct name (1 mark)

Using any other name ( $\frac{1}{2}$  mark)

(iii). Changing the font size of address and reference to 14 pts

Changing each address (1 mark)

Changing reference ( $\frac{1}{2}$  marks)

(iv). Underlining reference ( $\frac{1}{2}$  mark)

(v). Merging Data source to the main document

- Each field at the right position (6 marks)

Each field at any other position (3 narks)

(vi). Printing the letters

each letter printed (1 mark) x3

(B).

(a). – Aligning title to the center ( $\frac{1}{2}$  mark)

- Underlining title (1/2 mark)
- (b). – Adding boarder to the title (2 marks)
- c). – Replacing all roman numbers with bullets (2 marks)
- Not replacing more than 3 (0 mark)
- (d).
- (i). Inserting the correct footer (2 marks)
- Any other footer (1 mark)
- (ii). Inserting the correct header (2 marks)
- Any other header (1mark)
- e). - Line spacing of 1.5 (4 marks)
- Line spacing other than single (1/2 mark)
- Inserting word art and placing behind the text (5 marks)
- (f). Inserting word Art “Computer” and not placing behind of text (2 marks)
- (g). - Replacing all “Computer” with “PC” (2 marks)
- Replacing but not all words “Computer” (1/2 mark)
- h). Moving whole paragraph to end of document (2 marks)
- Moving part of the paragraph (1/2 mark)
- i). - Font style set to Arial Black (2 marks)
- j). - Saving with the correct name (1 mark)
- (k). Printing the document correctly (2 marks)
- Printing off page (1/2 mark)

## QUESTION 2

(a)	Award 1 mark for each of the 10 rows (for correct entries only)	10 marks
(b)	Correctly replacing 105669 with 115699	3marks

(c)	Moving Row 7 to Row 2	1 mark
(d)	Deleting of R12	1 mark
(e)	Formatting to 2 decimal place (1 mark),coma separator (1 mark)	2 marks
(f)	Using the formula =B2+C2+D2+E2+F2+G2 in H2 to calculate the total sales for the first restaurant	1 mark
(g)	Copying the formula in (f)	1 mark
(h)	Use of a formula to calculate Total Sales for the month of July (=Sum (B2:B10))	2 marks
(i)	Copy of the formula in (h)	1 marks
(j)	Using an appropriate function to calculate the Average Sales for each restaurant in Column 1 = Average (B2:G2)	3 marks
(k)	Formatting 'Total products Sales' and 'average' to currency with 2 dp	1 mark
(l)	i) Value 10 in cell B16	1 mark
	ii) Insertion of a column Formula C2*\$C\$16 Copy of the formula	5 marks
	iii) Saving as EXAMs	2 marks
(m)	i) = CounIF(G2:G10,">60000")	2 marks
	ii)= Max (H2:H10)	2 marks
(n)	Chart sheet (1 mark) Data selection (2 mark) Correct chart type (1 mark) Correct chart title (1 mark) Axes title (2 marks) Legend placement (1 mark)	8 marks
(o)	Landscape hardcopies	6 marks

