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| **Number** | **Description**  **Marking Scheme**  **Computer PP2 (451/2)** | **Marks** | **Candidates**  **score** |
| 1 (a) | Document fully typed @ 5 marks | 5 |  |
| Use of correct font type @ 1 marks | 1 |  |
| Use of Uppercase correctly @1 marks | 1 |  |
| Bolding @ 1 mark each max 1 marks | 1 |  |
|  | **Title**  Typed @ ½ mark  Bold @ ½ mark  Border pattern @ ½ mark  Shading @ ½ mark  Center Alignment @ ½ 1 mark  Title case @ ½ mark | 3 |  |
|  | First paragraph(completeness) | 1 |  |
|  | Column  Creation of column @ 1 mark  Separator/line between @ 1 mark  Column break @ 1 marks  Completeness of paragraph 2 @2 | 5 |  |
|  | Drop cap  Insertion @ 1 mark  Dropping 3 lines @ 1 mark  Completeness of paragraph 3 @ 1 | 4 |  |
|  | Font size website, year of establishment @ ½ mark each bold face for all max 1 marks | 1 |  |
|  | Typing  Hyperlink @ 1 mark; @ 1  Paragraph four  Subtitle  Bold @ ½ , italics @ ½, Underline @ ½, center alignment @ ½  Completeness @ 1 | 2  2  1 |  |
|  | Table formatting.  Presence of the table@ 1  Table borders@ 1  Shading@ 1  Title centered @ 1  Column headings bolded @ 1  column one (left aligned) @ 1  Values(centered) @ 1  total score, highest scores, count(italicized) @ 1  total score column merged @1  completeness @2marks | 11 |  |
| b) | Copying CFSK @ 1  Saving using correct name@1 | 2 |  |
| c) | 1.5 line spacing @ 2marks | 2 |  |
| d i) | Page number @ 2 mark | 2 |  |
| ii | Number format @ 2 mark | 2 |  |
| e) | Saving changes | 2 |  |
| f) | Printouts 2@1 | 2 |  |
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QUESTION TWO

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| **Number** | **Description** | **Marks** | **Candidates score** |
| **a** | All entry restriction  Message  Border | 3mks  1mk  1mk |  |
| b | Records @ ½ mk x 10 = 5  Saving Workbook 1mk  Saving using correct name1mk  Gridlines/borders 2mk  Alignment(left) 2mk | 5 mk  1mk  1 mk  2mk  2mk |  |
| c | Copying  Row insertion  Calculation 20%  Use of Abs ref. &  Calc. Now Price. | 1mk  1mk  2mk  2mk  1mk |  |
| d | Copying  Renaming  Subtotals  Grand total | 1mk  1mk  3mk  1mk |  |
| e | Graphs  Labeling  Valve on each bar  Title | 4mks  2mks  1mk  1mk |  |
| f | New sheet & naming  Filtering  Correct records  Criteria | 2mks  2mks  2mks |  |
| g | Header  Footer  Saving  Printing. | 1mk  1mk  1mk  4mks |  |
|  |  |  |  |