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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 markBold @ ½ markBorder pattern @ ½ markShading @ ½ markCenter Alignment @ ½ 1 markTitle case @ ½ mark | 3 |  |
|  | First paragraph(completeness) | 1 |  |
|  | ColumnCreation of column @ 1 markSeparator/line between @ 1 markColumn break @ 1 marksCompleteness of paragraph 2 @2 | 5 |  |
|  | Drop capInsertion @ 1 markDropping 3 lines @ 1 markCompleteness 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; @ 1Paragraph fourSubtitleBold @ ½ , italics @ ½, Underline @ ½, center alignment @ ½Completeness @ 1 | 221 |  |
|  | Table formatting.Presence of the table@ 1Table borders@ 1Shading@ 1Title centered @ 1Column headings bolded @ 1column one (left aligned) @ 1Values(centered) @ 1 total score, highest scores, count(italicized) @ 1total score column merged @1completeness @2marks | 11 |  |
| b) | Copying CFSK @ 1Saving 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  | 3mks1mk1mk |  |
| b | Records @ ½ mk x 10 = 5Saving Workbook 1mkSaving using correct name1mkGridlines/borders 2mkAlignment(left) 2mk  | 5 mk1mk1 mk2mk2mk |  |
| c | Copying Row insertion Calculation 20% Use of Abs ref. & Calc. Now Price.  | 1mk1mk2mk2mk1mk |  |
| d |  Copying Renaming Subtotals Grand total  | 1mk1mk3mk1mk |  |
| e | Graphs Labeling Valve on each bar Title  | 4mks2mks1mk1mk |  |
| f | New sheet & naming Filtering Correct records Criteria  | 2mks2mks2mks |  |
| g | Header Footer Saving Printing.  | 1mk1mk1mk4mks |  |
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