

MOMALICHE CYCLE 8

451/2

COMPUTER STUDIES

PRACTICAL PAPER

MARKING SCHEME

1.	(a) Creating a database	1
	Correct name	
1		
	(b) Two tables	1
	Each table ½ marks	
	• Primary key(1 table) 3 fields	
	3	
	• Fields (2 nd Table)	4
	(c) Relationship	
	• Correct relationship	1
	• Choosing correct table	1
	• Enforcing the relationship	1
	(d) Creating two forms	2
	Each table 1 mark	
	• Existence of fields	
	Table 1 - 3 fields each ½	1 ^{1/2}
	Table 2 - 3 fields each ½	1 ^{1/2}
	• Naming each form 1 mark	2
	(e) Each tenant record (Form) ½ x 6 records	
3		
	Each tenant record (Form) ½ x 12 records	6
	(f) Presence of report	1
	Appearance correct (Fields)	
	Name	
	Month	
	Amount	
	} 1 each	3
	Sum January, February, March	1
	Grant total	1
	Report name (saving)	
1		
	Title name	1
	(g) (i) Presence of correct query	1
	Presence of fields (name, amount, month)	
	In a query	1
	Correct criteria	1
	Saving query	1
1		
	(ii) Report	
1		
	Data source (query)	
1		
	Name of the report (saving)	
1		

	Title of the report	1
(h)	Printing 2 tables 2 reports	2 2
2.	a) Saving the work book with the correct name	1
	- Using a different name	-2
	- Using default name book, no mark)	
	- All data entered correctly	6
	- Every wrong entry	-1/2
	- More than 6 wrong entries	-4
	- Renaming the sheet to "Entries"	2
	- Default name sheet, No mark	
	b) - Copy to new worksheet	1/2
	- Enter details of Rua	1/2
	c) - any borders	2
	d) - Correct function	3
	e) - copying	2
	f) - correct if function	5
	- Other functions	2
	- No function with correct entries	1
	g) Using absolute cell referencing	4
	- Without absolute cell references	2
	h) Correct net pay function	4
	i) - Currency values	1
	- Rename worksheet	1
	- Save as Mock2	1
	j) Using subtotals function	5
	k) - Correct selected entries	3
	- Legend	1
	- Chart title	1
	- Embedded	1
	l) Printing	6