**LANJET EXAMINATION**

**COMPUTER STUDIES PAPER2**

**MARKING SCHEME**

**QUESTION ONE :50Marks**

(a)Typing the entire document 12mks

(i) Saving Main document 1mk

(ii)Saving Data source as Data source (1 mk)

(iii). Changing the addresses and reference font size to 14 pt (1½mks)

(iv). Underlining the reference (½ mk)

(v). Merging the letter onto main document so as to produce for all the three candidates and save it as ‘Results 2021’ (6 mks)

(vi). Printing the letters (3 mks)

**B**

(i) Aligning the title to the center and underline it (1 mk)

(ii) Adding border to the title (2 mks)

(iii) Replacing all the numberings with bullets (2 mks)

(iv) Inserting the footer ‘’Computer F4 Joint Evaluation Test,2010’’ (2 mks)

(v) Setting the line spacing to exactly 1.5 (4 mks)

(vi) Inserting word Art ‘’COMPUTER’’ and setting it to appear behind the text. (5 mks)

(vii) Searching for words ‘’Computer’’ and replace all with ‘’PC’’ (2mks)

(viii) Moving paragraph with the heading ‘’how a computer operates’’ to the end of the document (2 mks

(ix) Setting the font style of the document to Arial black (3 mks)

(x) Saving the work as ‘’computer literacy’’ (1mks)

(xi) Printing document (2 mks)

**QUESTION TWO**

1. Creating database and 3 tables -14mks
2. Creating relationship between tables -4mks
3. Entering all data and all forms available-101/2mks
4. Generating reports based on the requirements 10mks
5. Computing mean age (2mks)
6. Creating query based on criteria given (3mks)
7. Pie charts creation (3mks)
8. Printing (3mks)