

KCSE 2012**5.9.2 Computer Studies Paper 2 (451/2)**

1. (a)	- Title: TIP TOP CONSULTANTS - Subtitle - addresses - Date (Monday, 11 April 2009) - recipient address block - reference (typing) - double underline - bolding - justification - bullets - salutation - body text (3 sections @ 1 mark each) - saving (letter main)	2 marks 1 mark 2 marks 1 mark 1 mark $\frac{1}{2}$ mark 1 mark $\frac{1}{2}$ mark 1 mark 1 mark 1 mark 3 marks 1 mark
		16 marks
(b)	Footer text position (in the footer area)	1 mark 1 mark
		2 marks
(c)	Logo - 3 objects x 1 - text - line weight - positioning	3 marks 1 mark 1 mark 1 mark
		6 marks
(d)	Data source - creating 8 fields x $\frac{1}{2}$ - each record 6 x 1 - saving (List file)	4 marks 6 marks 1 mark
		11 marks
(e)	Merging - positioning 9 fields correctly - saving (merged document)	4 $\frac{1}{2}$ marks $\frac{1}{2}$ mark
		5 marks
(f)	Page numbering	2 marks
(g)	Producing envelopes Fields (@ $\frac{1}{2}$ mark per field) Layout (@ $\frac{1}{2}$ mark per line)	2 $\frac{1}{2}$ marks 1 $\frac{1}{2}$ marks
		4 marks
(h)	Printing - main letter - data source - merged document page 5 - print the first envelope	1 mark 1 mark 1 mark 1 mark
		4 marks

2. (a)	(i) Each row x 1 mark All other labels Saving	7 marks 1 mark 1 mark
		9 marks
	(ii) Format currency Bolding of labels - header row & total Double border/Text wrap All other borders	1 mark 1 mark 1 mark 1 mark
		4 marks
(b)	(i) I. Formula at B9 = Sum (B2:B8) OR = B2 + B3 + B4 + B5 + B6 + B7 + B8 NB: Accept any other correct formulae from other spreadsheet packages II. Formula at E2 = Sum (B2:D2) OR = B2 + C2 + D2 (ii) Application of formulae on row and column	1 mark 1 mark 2 marks
		4 marks
(c)	(i) Formula in cell F2 = B2/50 + C2/65 * 2 + D2/40 * 3 or = int (B2/50) + int (C2/65) * 2 + int (d2/40) *3 or = int(B2/50 + C2/65 * 2 + D2/40 *3 (ii) Formula application/copying	3 marks 1 mark
		4 marks
(d)	(i) Formula in G4 = IF(F4 >= 1300, "Gold", IF(F4 >= 1100, "Silver", "Bronze")) (ii) Formula application (iii) Formula at G9 = COUNTIF(G2:G8, "GOLD") Label (those to be promoted)	5 marks 1 mark 3 marks 1 mark
		10 marks
(e)	Formula at H2 = 20,000 + \$B\$12/100 * E2 Entering 2 and label (commission)	4 marks 1 mark
		5 marks

(f)	Chart (Bar)	
	Select the ranges x 1 mark per column 2 marks for product R	4 marks
	Invoke correct chart	1 mark
	Label x-axis and y-axis	2 marks
	Legend	1 mark
	Title (chart)	1 mark
		9 marks
(g)	Renaming sheets - Data sheet	1 mark
	- Chart sheet	1 mark
		2 marks
(h)	Printing (i) Sales data	1 mark
	(ii) Sales data showing formulae	1 mark
	(iii) Sales chart	1 mark
		3 marks