

ZERAKI ACHIEVERS EXAMINATION 13.0
Kenya Certificate of Secondary Education
FORM FOUR EXAMINATION -2024
CODE451/1 SUBJECT: COMPUTER STUDIES

SCORE GUIDE

NAME.....INDEXNO.....

#	Required	Score	Award	
1	Saving - EndTerm2 @1, 0_case @0.5	1		
	Typing Texts			
	Title, Heading and 10records @0.5	6		
	Borders: Title, Others @1	2		
	Merged Cells			
	Maendeleo High School	1		
	Form 2 Term 1 - 2023 Results	1		
	Bold Texts: Title, Headings @0.5	1		
	Wrap Texts - 4@0.5	2		
	Alignment			
	Total, Average, Grade, Position @0.5	2		
	Headings, Records @1	2		
a	Format Title - 2 Features @0.5	1		
b	Total & Average marks			
	Sum, Average @1, Correct results 2	4		
c	Grade for each student			
	IF Function -2, correct result -2	4		
d	Award position			
	RANK Function -2, correct result -1	3		
e	Sorting average (descending)	1		
f	Copying data to sheet 2	1		
g	Renaming Sheets			
	Sheet 1 (Original), Sheet 2 (Modified)@1	2		
h	Typing data, Correct cells @1	2		
i	The number of each grade			
	COUNT function -1, Correct results 4@1	5		
j	Bar Chart, Corct location, Corct selec @1	3		
k	Formatted Chart:			
	Title: MAENDELEO FORM 2 RESULTS	1		
	X - Axis: Students Name	1		
	Y - Axis: Average Scores	1		
l	Printing			
	Original sheet	1		
	Chart sheet	1		
	Modified sheet	1		
	TOTAL	50		

#	Required	Score	Award
2.	(a) (i) Setting the paper size to A4.	1	
	(ii) Setting the orientation to Landscape.	1	
	(iii) -Setting the top and bottom margin guides to 0.5 inches.	1	
	- Setting the inside and outside margin guides to 0.5 inches.	1	
	(iv) Putting the background to 30% tint accent 30 or equivalent colour.	3	
	(b) Setting the main content text to font size 12.	2	
	Setting each of the heading text to Uppercase -4@2	8	
	Setting each of the heading text to font size 14 - 2@1	2	
	Formatting each of the heading to bold - 4@1	4	
	Using Algerian font - 2, other 1	2	
	Inserting the wave banner for the main title.	3	
	The title banner red background. Award full marks for the colour depicted in the question paper.	1	
	Setting each heading to orange accent 6 background - 4@1. (Award full marks for the colour depicted in the question paper.)	4	
	Correct bullet - 3@1. (Allow any other equivalent)	3	
	Accurately typed text. (Penalise ½ marks for any misspelt or missing word)	7	
	Accurately drawn graduate hood - 2@2	4	
	(c) Saving the publication with the correct file name "KUCCPS". (No mark for any different or misspelt file name.)	1	
	(d) Print out.	2	
	ZERAKI ACHIEVERS TOTAL	50	