

4.24.2 Computer Studies Paper 2 (451/2)

NO	MARKING POINTS	MARKS
1. (a)	<p><b>Typing values in the cells</b></p> <ul style="list-style-type: none"> <li>✓ Values in cell range A1: B6 @1</li> <li>✓ Margin cells A1:B1 @ 1</li> <li>✓ Text wrap in the title A1:B1 @ 1</li> <li>✓ Typing column 1 (range A9: A22) @ 1</li> <li>✓ Typing column 2 (range B9: B22) @ 2</li> <li>✓ Typing column 3 (range C9: C22) @ 1</li> <li>✓ Typing column 4 (range D9: D22) @ 1</li> <li>✓ Typing column 5 (range E9: E22) @ 1</li> <li>✓ Saving the workbook @ 1</li> </ul> <p><b>Column title text (row 8)</b></p> <ul style="list-style-type: none"> <li>✓ Typing column title text (correct, bolded and completeness-A8. H8) @ 2</li> <li>✓ Wrapping titles @ 1</li> <li>✓ Applying bold face @ 1</li> <li>✓ Applying borders to all the visible cells @ 1</li> </ul>	(15 marks)
(b)	<p><b>Naming the cells containing:</b></p> <ul style="list-style-type: none"> <li>✓ 1500 as SR @ 1</li> <li>✓ 2800 as DR @ 1</li> <li>✓ 3200 as VP @ 1</li> <li>✓ 300 as FR @ 1</li> </ul>	(4 marks)
(c) (i)	<p><b>=If (D9 = "S", C9* SR, if (D9= "D", C9 * DR, if (D9 = "V", C9 * VP)))</b></p> <p>Use of the IF function @ 1            S selection @ 2            D selection @ 2            V selection (else) @ 2            Logic and syntax @ 1</p>	(8 marks)
(ii)	<p><b>=If (E7 = "Yes", FR * C7, 0)</b></p> <ul style="list-style-type: none"> <li>✓ Use of the function @ 1</li> <li>✓ Selection of fridge @ 1</li> <li>✓ Alternative selection @ 1</li> </ul>	(3 marks)
(iii)	<ul style="list-style-type: none"> <li>✓ = G 7 * H7 @ 1</li> <li>✓ Applying other cells @ 1</li> </ul>	(2 marks)
(d)	<ul style="list-style-type: none"> <li>✓ Currency formats @ 1</li> <li>✓ Zero decimal formats @ □</li> <li>✓ Formats applied in the correct range @ □</li> </ul>	(2 marks)
(e) (i)	Copying the content of the current worksheet to sheet 2	(1 mark)
(ii)	<ul style="list-style-type: none"> <li>✓ Rename sheet 1 as original @ 1</li> <li>✓ Rename sheet 2 as NEW @ 1</li> </ul>	(2 marks)
(f) (i)	<ul style="list-style-type: none"> <li>✓ Enabling <i>filter</i> feature @ 1</li> <li>✓ Filtering out correct records (displaying S values only) @ 1</li> </ul>	(2 marks)



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(ii)	<ul style="list-style-type: none"> <li>✓ Creating bar chart @ 1</li> <li>✓ Selecting the correct X fields @ 2</li> <li>✓ Selecting the correct Y fields @ 1</li> </ul>	(4 marks)
(iii)	<b>Insertion of chart elements</b> <ul style="list-style-type: none"> <li>✓ Chart title @ 1</li> <li>✓ X axis label @ 1</li> <li>✓ Y axis label @ 1</li> </ul>	(3 marks)
(iv)	Renaming the chart worksheet as <ul style="list-style-type: none"> <li>✓ SREVENUE @ 1</li> </ul>	(1 mark)
(g)	<b>Printing the following</b> <ul style="list-style-type: none"> <li>(i) Original worksheet @ 1</li> <li>(ii) NEW worksheet @ 1</li> <li>(iii) SREVEN</li> <li>(iv) UE chart @ 1</li> </ul>	(3 marks)
2. (a)	<b>Page settings</b> <ul style="list-style-type: none"> <li>(i) Paper orientation @ 1</li> <li>(ii) Units set to centimetres @1</li> <li>(iii) Paper size set to A4 @ 1</li> <li>(iv) Margins set to 2cm @ 1</li> </ul>	(4 marks)
(b)	<b>Border lines</b> <ul style="list-style-type: none"> <li>(i) Outer borders @1</li> <li>(ii) Inner rectangles @1</li> <li>(iii) Corner shapes @ □ x4 =2</li> <li>(iv) Position on the page @1</li> </ul>	(5 marks)
	<b>“Certificate of Participation” Text</b> <ul style="list-style-type: none"> <li>✓ Typing text @1</li> <li>✓ Enlarging and italicizing of “of” @2</li> <li>✓ Positioning of this element on the page @1</li> </ul>	(4 marks)
	<b>Lines below and above the “Certificate of Participation” text</b> <ul style="list-style-type: none"> <li>✓ Top lines @ □ x 2 =1</li> <li>✓ Below lines @ □ x 2 =1</li> <li>✓ Correct placement @1</li> </ul>	(3 marks)
	<b>“Awarded to:” Text</b> <ul style="list-style-type: none"> <li>✓ Typing text @1</li> <li>✓ Correct placement this element on the page @1</li> </ul>	(2 marks)
	<b>Line below “Awarded to:” Text</b> <ul style="list-style-type: none"> <li>✓ Inserting of the line @1</li> <li>✓ Correct placement @1</li> </ul>	(2 marks)
	<b>“For the phenomenal……” text</b> <ul style="list-style-type: none"> <li>✓ Typing text @1</li> <li>✓ Correct placement @1</li> </ul>	(2 marks)



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	<b>“Fire Emergency Rescue” Text</b> <ul style="list-style-type: none"> <li>✓ Typing the text @1</li> <li>✓ Text (font) size @1</li> <li>✓ Fill pattern (outline font) @1</li> <li>✓ Insertion of text box @1</li> <li>✓ Applying a dotted background in the text box @1</li> <li>✓ Correct positioning of this elements in the page @1</li> </ul>	(6 marks)
	<b>“Presented By:” Text</b> <ul style="list-style-type: none"> <li>✓ Typing text @1</li> <li>✓ Horizontal line below @1</li> <li>✓ Position on the page @1</li> </ul>	(3 marks)
	<b>“On This Day” Text</b> <ul style="list-style-type: none"> <li>✓ Typing text @1</li> <li>✓ Position on the page @1</li> <li>✓ Horizontal line below @1</li> </ul>	(3 marks)
	<b>The Flame and Candle Graphic</b> <ul style="list-style-type: none"> <li>✓ 2 curved lines @ <math>\square \times 2 = 1</math></li> <li>✓ Flame outline(Filling the inner curve) @2</li> <li>✓ Rectangular shape @1</li> <li>✓ Correct fill pattern on the rectangle @<math>\frac{1}{2}</math></li> <li>✓ Correct position of all the elements in the page @1</li> </ul>	(5 marks)
	<b>The Star Graphic</b> <ul style="list-style-type: none"> <li>✓ Outer shape (drawing) @1</li> <li>✓ Fill pattern @1</li> <li>✓ Star shape (drawing) @1</li> <li>✓ White fill colour @1</li> <li>✓ Correct positioning on page @1</li> <li>✓ Star shape in front @1</li> </ul>	(6 marks)
	<b>Second Star graphic</b> <ul style="list-style-type: none"> <li>✓ Copying (duplicated) @1</li> <li>✓ Correct positioning of both graphic each <math>2\square = 2</math></li> </ul>	(3 marks)
	<ul style="list-style-type: none"> <li>✓ Saving the certificate</li> </ul>	(1 mark)
(c)	<ul style="list-style-type: none"> <li>✓ Printing the design</li> </ul>	(1 mark)

