

KAPSABET HIGH SCHOOL

| QN | SECTION | ACTIVITY | MAX MARK | MARKS AWARDED |
|----|---------|---|----------|---------------|
| 1 | a | Correct filename “HEALTHY_SCHOOL” 1mk | 1 | |
| | | Fully typed text | 6 | |
| | | Bulleting @ ½mk x 4 | 2 | |
| | | Bolding | 1 | |
| | | Numbering | 1 | |
| | | Underlining @½mk x 2 | 1 | |
| | | Punctuation | 1 | |
| | | Inserting drop cap (1mk), dropped 3 lines (1mk) | 2 | |
| | | Line between text in columns and graphics in the middle, 4.5’ weight (1mk) | 1 | |
| | | Outline border for the design (1mk) | 1 | |
| | | Correct insertion and placement of graphics in the middle | 2 | |
| | b | PAGE LAYOUT | | |
| | | (i) Correct custom paper size , landscape orientation (Width = 11.6”, Height = 8.268) @1mk | 2 | |
| | | (ii) Margins (Top, Bottom, Right, Left) @½mk x 4 | 2 | |
| | | (iii) Dividing page into two parts with ruler guide – 1 part@1mk | 2 | |
| | | (iv) Fitting design into the set margins – correct placement in relation to the set margins. | 2 | |
| c | C | HEALTHCARE LOGO | | |
| | | - Correct placement 1mk | 3 | |
| | | - Measurement: Height 1.213” (1mk) and Width 1.118” (1mk) | | |
| | d | MAIN TITLE TEXT & OBJECT | 4 | |
| | | (i) | | |
| | | - Upper case ½mk | | |
| | | - Font type – Candara 1mk | | |
| | | - Font size – 26 1mk | 3 | |
| | | - Text aligned to right ½mk | | |
| | | (ii) Object background color – Accent 1 (1mk) | | |
| | e | TEXT ON THE LOWER PART | 3 | |
| | | - Font color – Custom color combination (Red=51, Green=4, blue=252) @ 1mk, incorrect combination = ½mk | | |
| | | - Aligned to left 1mk | | |
| | | - Font size – 10pts 1mk | | |

| | | | | |
|--|----------|---|-----------------|--|
| | f | FORMATTING TEXT IN COLUMNS | | |
| | | - Font type – Times new roman 1mk | 2 | |
| | | - Font size – 12pts | | |
| | g | LINE STYLE - thickness of 4.5” in weight | | |
| | h | Hyphenation (any) | 1 | |
| | i | STAR | | |
| | | - 24 sided star 1mk | 2 | |
| | | - Background color - Black ½mk | | |
| | | - Text inside- font type Calibri ½mk | | |
| | | | | |
| | j | Fitting TWO copies of the design into one page - Correct positioning 1mk - If not correct award ½mk | 1 | |
| | k | All objects in the design grouped as one (1mk), - If not grouped 0mk | 1 | |
| | l | FOOTER - Name 1mk, Index number 1mk - Correct alignment to center 1mk | 2 | |
| | m | Printing | 1 | |
| | | TOTAL MARKS | 50 MARKS | |

| | | Activity | Marks | Cand.Mark k |
|------------|-----|--|-------|----------------|
| Q 2 | (a) | Creating database named Safiri Transport Company | 1 | |
| | | Creating and naming the table vehicle Creating and naming the table drivers | 2 | |
| | | Vehicle table Creating and naming the table vehicle Correct field data types | 5 | |
| | | Driver table Creating and naming the table drivers Creating and naming field | 5 | |
| | | Primary keys Vehicle table Driver table | 2 | |
| | (b) | Two relationships(correct fields) | 2 | |
| | (c) | Creating forms (Forms with all fields) Vehicle table Driver table | 7 | |
| | (d) | Creating query name Kericho Display drivers details (list of all the drivers who made more than 5 trips to kericho) | 5 | |
| | (e) | Creating query name Allowance | 5 | |

| | | | | |
|--|-----|--|----|--|
| | | Display driver's details and total allowance earned by each driver. | | |
| | (f) | Creating query name Pay roll Compute each driver's earnings | 3 | |
| | (g) | Creating a report Total allowance Monthly pay for each driver | 7 | |
| | (h) | Printing : Tables: <ul style="list-style-type: none"> ● Vehicle ● Driver Form <ul style="list-style-type: none"> ● Drivers Report <ul style="list-style-type: none"> ● Allowance ● Payroll | 6 | |
| | | | 50 | |