

QUESTION 1	MAX MARK	AWARDED
(a)		
(i) Creating folder, with name admission	2	
(ii) Correct Filename CONTEST – 1mk, Typing – 18mks	19	
(b) Page settings		
Paper Size: A4	1	
Top margins: 0.4” (1.016) cm	1	
Bottom margins: 0.4” (1.016) cm	1	
Gutter: 0.22” (0.548) c	1	
(c) Formatting the subject heading “RE: KASSU SCHOOL....”		
• Alignment: Centre	1	
• Font size: 18	1	
• Font type: Britannic Bold	1	
(d) Inserting Header “Name and admission number”	½	
- Inserting line object under the header.	½	
(e) Formatting the paragraph starting with “ <i>The objective of the contest</i> ”		
• Hanging indent By 0.6”	1	
• Line spacing to 1.3	1	
<u>f</u> Format the text containing “Value Proposition” as follows:		
• White font color	1	
• Dark red background	1	
(g) Creating the document CONTEST_2	1	
- Proofreading your work.	1	
(h) Page numbering at the bottom right of each page.	1	
(i) Grouping all objects in the school logo.	1	
(j) Correct character spacing formats to the second paragraph.	1	
• Condensed by 0.9pts	1	
• Kerning for fonts at 8 points & above.	1	
(k) Three columns applied to last paragraph.	1	
- A line between separating the columns.	1	

(l) (i) - Converting text to table - (Names and designations at the bottom of the letter (One column and five rows). - Merging - Strikethrough	1 1 1 1 1	
(m) Presence of picture watermark -	1	
(n) Printing CONTEST and CONTEST_2 documents.	2	
TOTAL MARKS	50	

QUESTION 2	ITEM	MARKS	SCORE
a.	Normalizing the table into three tables with appropriate fields @5marks	15	
b.	Working relationship between the three tables	3	
c.	Input forms(Check title and controls on each) @ 2 marks	6	
d.	QUERIES		
	i. High Score (Criteria >70), Query Name, Appropriate fields displayed @1	3	
	ii. Engineers (Criteria 'E'), Query Name, Appropriate fields displayed @1	3	
	iii. Comps (Criteria Diploma in Computer Science), Query Name, Appropriate fields displayed @1	3	
e.	Tuition Summary Report Title (1), Fields @1, Calculated Total (2)	7	
f.	ANALYSIS report title (1), report name(1), correctly inserted column chart(3)	5	
g.	Printing @1 tables student enrolment, exam performance, courses offered, the Tuition summary and Analysis reports.	5	
	TOTAL	50	