4.23.2 Computer Studies Paper 2 (451/2)

NO	MARKING POINTS	MARKS
1 (a)(i)	Creating the database file @ 1	1
(ii)	**Creating of tables (at least 3) @1½** **Student table** ✓ 4 Fields each @ ½ =2 **Patron table** ✓ 2 Fields each @ ½ =1 **Dormitory table** ✓ 3 Fields each @ ½ =1½ **Games table** ✓ 2 Fields each @ ½ =1	7
(iii)	Relationship at least 3 each @ 1	3
(b) (i)	4 forms for each table each @½=2	2
(ii)	**Entering data into the tables** **Student table** ✓ 8 records each @ ½ =4 **Patron table** ✓ 3 records each @ ½ =1½ **Dormitory table** ✓ 3 records each @ ½ =1½ **Games table** ✓ 4 records each @ ½ =2	9
(c) (i)	**Creating the orangeq query** ✓ Invoking the use of query@ 1 ✓ selecting the fields @ 1 ✓ Criteria applied to the fields @ 2 ✓ Saving the query @ 1	5
(ii)	**Creating the jquery query** ✓ Invoking the use of query@ 1 ✓ Criteria (letter j) @ 1 ✓ Saving the query @ 1	3
(d) (i)	**Creating the report** ✓ Using the report feature @ 1 ✓ selecting the report fields @ 1 ✓ selecting the 4 fields each @ 1=4 ✓ Grouping @ 1 ✓ Saving the query @ 1	8
(ii)	I. Replacing the report title @1	1
	II. Entering name and index as report footer ✓ Name and index @ 1 ✓ Position the items in the footer @ 1	2
	III. Bolding the text ✓ Selecting the text @ 1 ✓ applying bold format @1	2
(e)	**Printing** (i) 4 Tables each @ 1 =4 (ii) 2 queris each @ 1 =2 (iii) the report @ 1	7
	TOTAL	50

NO	MARKING POINTS	MARKS
2 (a) (i)	**Typing the story** ✓ Title @½ ✓ Centering the title @½ ✓ First paragraph @ 2 ✓ Paragraph under advantages @ 2 ✓ Paragraph under disadvantages @ 2 ✓ Last paragraph @ 2 ✓ Bullets used in the advantages @ ½ ✓ Bullets used in the disadvantages @ ½ ✓ Saving @ 1	11
(ii)	**I Formatting the title** ✓ Font size 18 @1 ✓ Font colour=red @1 ✓ Font type=tahoma @1	3
	II Double underline ✓ Selection of text under advantages @1 ✓ Applying double space @1	2
	III Drop cap ✓ Selection the first letter @1 ✓ Using drop cap feature @1 ✓ Dropping through 4 lines @ 1	3
	IV Two columns ✓ Selection of text @1 ✓ Using the column feature @1 ✓ applying a line between the columns @ 1 ✓ Advantages to the left @ ½ ✓ Disadvantages to the right @ ½	4
	V Formats applied on subtitles ✓ Bold@1 ✓ Italics @1 ✓ Underline @ 1	3
(iii)	**I Water marks** ✓ Using the watermark feature @ 1 ✓ Typing the text social media in the watermark field @1 ✓ Font size=20 @1 ✓ Direction (Diagonal left to right) @1	4
	II Page numbering ✓ Using page numbering feature @½ ✓ Inserting page numbers @ 1 ✓ Centering the pages horizontally @½	2
	III Header ✓ Using the header field @ ½ ✓ Typing the text in the header field @ 1 ✓ Alignment at the right @½ ✓ Applying italics @ 1	3
(b) (i)	**Main document** ✓ Typing text @1 ✓ Applying formats @½ ✓ Saving the document @ 1	2.5

NO	MARKING POINTS	MARKS
(ii)	**Main document** ✓ Creation of datasource @3 ✓ Saving the datasource @1 ✓ Using the mail merge feature @½ ✓ Inserting the 2 fields at each @1 =2 ✓ Generating the merged document 2 ✓ Saving the merged document @ 1	9.5
(c)	**Printing the word documents** ✓ Social network@1 ✓ mail merge @1 ✓ counsel letter @1	3
	TOTAL	50