



EXAMINATIONS MARKING GUIDE

BOT TERM II, 2014 S850/1 S6 PRACTICAL

MARK ALLOCATION TO QUESTION 1: WORD PROCESSING:

(a)	TYPING	5 MARKS
(b)	DOUBLE UNDERLINE	2 MARKS
(c)	DROP CAP	2 MARKS
(d)	ITALICS AND BOLDING	3 MARKS
(e)	FONT TYPE [TIMES NEW ROMANS, SIZE '12']	2 MARKS
(f)	1 NAME AS HEADER	2 MARKS
	2 NUMBER AS FOOTER	2 MARKS
	3 ALLIGNMENT- CENTRE	2 MARKS
(g)	MAIL MERGE	5MARKS
	TOTAL MARK	25 MARKS



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MARK ALLOCATION TO QUESTION 2: SPREADSHEETS

(a)	TYPING AND ENTERING DATA	5 MARKS
(b)	HEADING- TYPING, CENTRE ALLIGNMENT AND FONT SIZE 24.6	2 MARKS
(c)	TOTAL MARK	2 MARKS
	AVERAGE MARK	2 MARKS
	POSITION- RANK	2 MARKS
(d)	BORDERS	2 MARKS
(e)	NAME AND NUMBER AS FOOTER	2 MARKS
(f)	SHEET NAME AS 'TABLE'	2 MARKS
(g)	PIE CHART HEADING' SENIOR SIX TERM ONE MARKS, WALUBI SECONDARY SCHOOL'	1MARK
	LABELS ON CHARTS	1MARK
	COPYING TO SHET 2 AND NAME AS 'CHART'	2MARKS
(h)	SAVING WORK	1MARK
(i)	PRINTED WORK	1MARK
	TOTAL MARK	25 MARKS



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MARK ALLOCATION TO QUESTION 3: POWERPOINT- PRESENTATION SOFTWARE

i.	ICT IN WORD ART AS THE COMPUTER SOFTWARE AS A SUB TITLE, YOUR CLASS AND EMAIL ADDRESS NORMAL TEXT-ROTATED AT 90° (IF APPLICABLE).	02 marks
ii.	DEFINE THE APPLICATION SYSTEM AND GIVE AT LEAST TWO EXAMPLES.	03 marks
iii.	DEFINE APPLICATION SOFTWARE AND GIVE EXAMPLES	02 marks
iv.	DEFINATION OF UTILITY SOFTWARE .GIVE TWO EXAMPLES IN SLIDES	02 marks
v.	CONCLUSION	2 MARKS
vi.	NUMBERS IN SLIDES	1 MARK
vii.	NAME PRINTED, SUBJECT, CLASS AS FOOTER	2 MARKS
viii.	FORMATTED SLIDES IN FLOW DESIGN	1 MARK
ix.	SAVED PRESENTATION	2 MARKS
x.	ELEGANT AMINATION STYLE APPLIED	1 MARKS
xi.	PRINTED SLIDES IN HAND OUT FORMAT	2 MARKS
	TOTAL	25 MARKS



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MARK ALLOCATION TO QUESTION 4: DATA BASE

(a)	TYPING AND ENTERING DATA	4 MARKS
(b)	TABLE DESIGNING	4 MARKS
(c)	ENTER THE DATA GIVEN IN THE TABLE	2 MARKS
(d)	CREATING AQUERY AND SAVING IT[eastern patient]	2 MARKS
(e)	CREATING AQUERY AND SAVING IT[NO MALARIA]	2 MARKS
(f)	QUERY FOR DISOUNT	3 MARKS
(g)	REPORT CREATED	3MARKS
(h)	FORM CREATED	2MARKS
(i)	SAVING WORK	1 MARK
(j)	PRINTED WORK	1 MARK
	TOTAL MARK	25 MARKS