QUESTION 1	MAX MARK	AWARDED
(a) (i) Creating folder, with name admission (ii) Correct Filename CONTEST – 1mk, Typing – 18mks	**2** **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 *"The objective of the contest ……."*		
• Hanging indent By 0.6"	**1**	
• Line spacing to 1.3	**1**	
(f) Format the text containing "**Value Proposition**" as follows:		
• White font color	**1**	
• Dark red background	**1**	
(g) Creating the document **CONTEST_2** - Proofreading your work.	**1** **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. - A line between separating the columns.	**1** **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**	

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		

	TOTAL MARKS	50	

	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**	