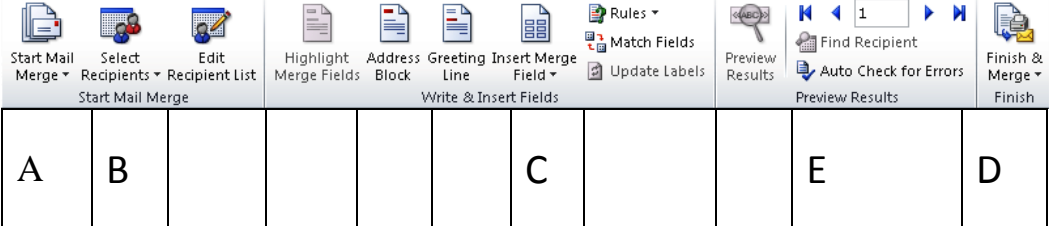


Annual Examinations for Secondary Schools 2014


FORM 4 Information and Communication Technology MARKING SCHEME

| No. | Answer | Marks |
|--------------|---|-------|
| 1 | | |
| i. | Click Start Chose Control Panel Click System OR Press Windows key + Pause Break OR Right click on the computer icon on the Desktop Click on Properties | 4 |
| ii. | 2 GB | 1 |
| iii. | Windows 7 Enterprise | 1 |
| iv. | 1.6 GHz | 1 |
| | | |
| 2 | | |
| i. | False | 1 |
| ii. | True | 1 |
| iii. | True | 1 |
| iv. | False | 1 |
| v. | True | 1 |
| vi. | False | 1 |
| vii. | False | 1 |
| viii. | True | 1 |
| ix. | True | 1 |
| x. | False | 1 |
| | | |

| | | | | | | | | | | | | |
|--------------|---|------|---|--|---|--|---|---|---|---|---|---|
| 3 | | | | | | | | | | | | |
| i. | Page Layout | 1 | | | | | | | | | | |
| ii. | Hyphenation | 1 | | | | | | | | | | |
| iii. | Automatic | 1 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| i. | 4 | 1 | | | | | | | | | | |
| ii. | 5 | 1 | | | | | | | | | | |
| iii. | 3 | 1 | | | | | | | | | | |
| iv. | 5 | 1 | | | | | | | | | | |
| v. | 1 | 1 | | | | | | | | | | |
| vi. | 3 and 5 | ½, ½ | | | | | | | | | | |
| vii. | 2 | 1 | | | | | | | | | | |
| viii. | 6 | 1 | | | | | | | | | | |
| ix. | 4 | 1 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| |  <table border="1" data-bbox="231 1384 1284 1496"> <tr> <td>A</td> <td>B</td> <td></td> <td></td> <td></td> <td>C</td> <td></td> <td></td> <td>E</td> <td>D</td> </tr> </table> | A | B | | | | C | | | E | D | 4 |
| A | B | | | | C | | | E | D | | | |
| | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| i. | b. two files | 1 | | | | | | | | | | |
| ii. | a. Main Document file | 1 | | | | | | | | | | |
| iii. | c. Mailings Ribbon. | 1 | | | | | | | | | | |
| iv. | c. Finish & Merge. | 1 | | | | | | | | | | |
| v. | c. Insert Merge Field. | 1 | | | | | | | | | | |
| | | | | | | | | | | | | |

| 7 | | | | | | | | | | | | |
|-------------|---|--------|---------------|--------|----|--------|---|--------|----|--------|----|---|
| i. | To send a personalised note to students listing their outstanding books. (Accept any other relevant answer) | 2 | | | | | | | | | | |
| ii. | To send a letter to the parents with a list of all the books borrowed by their son/daughter. (Accept any other relevant answer) | 2 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| | 5, 3, 1, 4, 2 | 5 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| i. | 3 | 1 | | | | | | | | | | |
| ii. | 6 | 1 | | | | | | | | | | |
| iii. | 5 | 1 | | | | | | | | | | |
| iv. | 4 | 1 | | | | | | | | | | |
| v. | 1 | 1 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| | slide master, layouts, background, every, all | 5 | | | | | | | | | | |
| | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| | <p style="text-align: center;">2013</p> <table border="1"> <caption>Rainfall Data for 2013</caption> <thead> <tr> <th>Season</th> <th>Rainfall (mm)</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>30</td> </tr> <tr> <td>Summer</td> <td>5</td> </tr> <tr> <td>Autumn</td> <td>40</td> </tr> <tr> <td>Winter</td> <td>70</td> </tr> </tbody> </table> | Season | Rainfall (mm) | Spring | 30 | Summer | 5 | Autumn | 40 | Winter | 70 | 4 |
| Season | Rainfall (mm) | | | | | | | | | | | |
| Spring | 30 | | | | | | | | | | | |
| Summer | 5 | | | | | | | | | | | |
| Autumn | 40 | | | | | | | | | | | |
| Winter | 70 | | | | | | | | | | | |
| | | | | | | | | | | | | |

| | | |
|------------|-------------------------------------|---|
| 12 | | |
| i. | a) Bar chart | 1 |
| | b) Pie chart | 1 |
| | c) selected | 1 |
| ii. | | 4 |
| 13 | | |
| i. | | 2 |
| ii. | Hierarchy | 2 |
| 14 | | |
| | Print, VonPrint 250, 3, 6, Portrait | 5 |
| 15 | | |
| | 2, 4, 3, 1, 5 | 5 |
| 16 | | |
| | 4, 3, 1, 5, 2 | 5 |

| | | |
|-------------|--|---|
| 17 | | |
| i. | True | 1 |
| ii. | True | 1 |
| iii. | True | 1 |
| iv. | False | 1 |
| v. | False | 1 |
| | | |
| 18 | | |
| i. | b. It is an important e-mail. | 2 |
| ii. | c.  | 2 |
| iii. | a. from: John Smith | 2 |
| iv. | b. View tab. | 2 |
| | | |
| | | |