



eduresourceza.com

November 2022

Marking Grid

Name: _____

% _____

Q	Description	Max Marks	Actual Marks	Comments
SECTION A				
QUESTION 1				
1Answers.docx				
1.1.1	Extract file Birmingham2022.zip	1		
	Into Question1 folder <i>Do not allocate mark if extracted into its own folder</i>	1	2	
1.1.2	File Birmingham2022.zip deleted after extracting	1	1	
1.2.1	Image file - png	1	1	
1.2.2	Biggest file - BronzeMedal.jfif - 190 KB	1	1	
1.2.3	Path to Question1 folder C:\...\DataFiles\Question1	1	1	
1.2.4	Adobe Reader/Adobe Acrobat	1	1	
1.3	Steps to pin Calculator icon to the Taskbar			
	Search for Calculator app	1		
	Right-click on Calculator icon	1		
	Select Pin to taskbar	1	3	
1.4.1	Theme set to high contrast	1	1	
1.4.2	Screenshot showing high contrast theme	1	1	
1.5.1	Turns things off in the background	1	1	
1.5.2	Steps to turn your computer on to Game Mode			
	Start, Settings	1		
	Choose Gaming, Game Mode	1		
	Turn Game Mode on or off	1	3	
1.6.1	Copy made of file AzlanShah2022.jpg	1	1	
1.6.2	Copy renamed to ASC.jpg	1	1	
1.6.3	Dimensions - 720 x 720 pixels	1	1	
1.7	Name as header	1	1	
TOTAL QUESTION 1			20	
TOTAL SECTION A			20	

SECTION B

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QUESTION 2

2SquadAzlanShahCup.docx					
2.1	Blank page added at beginning	1	1		
2.1.1	Heading "SA Men's Squad Azlan Shah Cup 2022" added in text box at top of page	1	1		
(a)	Dark green border around text box	1	1		
(b)	Title style applied to text in text box	1	1		
(c)	Shade background of text box light green	1	1		
2.1.2	Image AzlanShah.jpg inserted below heading	1	1		
(a)	Width 10pt	1			
	Height changed proportionately. Lock aspect ratio ticked	1	2		
(b)	Image centered	1	1		
2.2	29th - th changed to superscript	1	1		
2.3	Text "Friday, 07 October 2022 07:23" italics	1	1		
2.4.1	Page break inserted at end of document	1	1		
2.4.2	SAMensHockey.xlsx Copy the cell range B3:D21	1			
	Data pasted as a table on page 3	1	2		
2.4.3	Table sorted alphabetical order	1			
	by Surname	1	2		
2.4.4	Extra row added at bottom of table	1	1		
2.4.5	Formula added below Caps column (ABOVE)	1			
	COUNT(ABOVE)	1	2		
2.4.6	Any table style applied	1	1		
2.5.1	Plain page number added to header on right	1	1		
2.5.2	Name added to header on left <i>Do not penalise if placed in incorrect position</i>	1	1		
2.6	Hyperlink added to text at bottom of document https://www.sahockey.co.za/sa-teams/sa-men	1	1		
2.7	3 "South Africa" occurrences found	1			
	Changed to green	1	2		
TOTAL QUESTION 2			25		

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QUESTION 3

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3Schedule.docx

3.1	Set the page margins to 2cm	1		
	2cm all round	1	2	
3.2	Page border inserted	1		
	3pt	1		
	Dark green	1	3	
3.3.1	Heading "Sultan Azlan Shah Cup" - changed to WordArt	1	1	
3.3.2	Outline	1		
	Dark Green	1		
	Font size 36	1	3	
3.3.3	Centered	1	1	
3.4.1	Images SAProtea.png and FIHLogo.png moved to the left and right of the WordArt heading	1		
	Both images wrapped Square text	1	2	
3.4.2	Both images	1		
	Grouped	1	2	
3.5	Subheading "Malaysia" "16-25 November 2022"	1		
	Centered	1		
	Changed to dark green	1		
	Comment resolved	1	3	
3.6	Change fixtures to bulleted list	1		
	Bullet changed from default	1		
	Image SAFlag.png as bullet	1	3	
3.7.1	Image TeamSA.jfif inserted	1		
	as a watermark	1	2	
3.7.2	Scale 200%	1		
	washout	1	2	
3.8	Document marked as final and protected	1	1	
TOTAL QUESTION 3			25	
TOTAL SECTION B			50	

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SECTION C
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QUESTION 4

SAMensHockey.xlsx					
4.1	Sheet1 renamed to Squad	1	1		
4.2	Merge and centre A1:G1	1	1		
4.3	Font colour A3:G3 to dark blue	1	1		
4.4	ID column A4:A21 Autofill starting at 100	1	1		
4.5	E4:E21 : column E widened to correct error	1	1		
4.6	G2 : =TODAY()	1	1		
4.7	G4 : =(\$G\$2-E4)/365				
	Correct cell addresses	1			
	Absolute cell reference	1			
	Subtraction	1			
	Division by 365 or 365.25	1	4		
4.7.1	Age formatted as a number	1			
	2 decimal places	1	2		
4.7.2	Formula copied down to cell range G5:G21	1	1		
4.7.3	Comment inserted	1			
	text "in years"	1	2		
4.8	C23 : age of youngest player =MIN(G4:G21)				
	MIN	1			
	G4:G21	1	2		
4.9	C24 : highest number of caps =MAX(D4:D21)				
	MAX	1			
	D4:D21	1	2		
4.10	C25 : most frequent number of caps =MODE(D4:D21)				
	MODE	1			
	D4:D21	1	2		
4.11	C26 : number of players =COUNT(D4:D21)				
	COUNT	1			
	D4:D21	1	2		
4.12	Sort A3:G21 in ascending order	1			
	by Province	1	2		
TOTAL QUESTION 4			25		

QUESTION 5

Champions.xlsx		Downloaded from eduresourceza.com		
Winners				
5.1	Change colour of worksheet tab	1	1	
5.2	A1: heading "Sultan Azlan Shah Cup Winners List"	1	1	
5.3	Widen column B and C	1		
	Row heights all the same	1	2	
5.4	Thin border added A2:D32	1	1	
5.5	Rows 30 and 31 deleted	1	1	
Summary				
5.6	A1:D12 vertically aligned	1	1	
5.7	D1: wrap text	1	1	
5.8	B12:C12 shade light colour	1	1	
5.9	B12: calculate total number of winners SUM(B2:B12)			
	SUM	1		
	(B2:B12)	1		
	Formula copied to C12:C13	1	3	
5.10	D2: calculate Australia's percentage wins =B2/B12			
5.10.1	Correct cell addresses	1		
	Division	1	2	
5.10.2	Formatted as percentage	1		
	2 decimal places	1	2	
5.11	3D column chart	1	1	
5.11.1	Data range: A1:B1 headings	1		
	A2:B10 data	1	2	
5.11.2	Data labels above columns	1	1	
5.11.3	Colour of the largest data sector changed to gold	1	1	
5.11.4	Image australia.jfif inserted as chart background	1		
	75% transparency	1	2	
5.11.5	New worksheet	1		
	Named 'Graph'	1	2	
TOTAL QUESTION 5			25	
TOTAL SECTION C			50	
GRAND TOTAL			120	