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EXAMINATION NUMBER			#VALUE!			PERCENTAGE			0.00%		
		POSSIBLE MARK	180	ACTUAL MARK			0	MODERATED			0
				MARKER				MODERATOR			FINAL MARK
Q 1	FILE AND FOLDER MANAGEMENT							SNR1			
1.1	Folder created in the examination folder.	1					0				0
1.2	Comment added to properties field. <i>Accept any comment.</i>	1					0				0
1.3	DocInError.docx deleted.	1					0				0
1.4	Double click Recycle Bin to open it (<i>Accept any legitimate way of opening the Recycle Bin</i>)	3					0				0
	Right Click on the appropriate file.										
	Select restore file from the pop-up menu										
1.5	In the system tray, double click the printer icon to open queue OR open Devices and Printers (<i>Accept any legitimate way of accessing the printer</i>)	4					0				0
	Double click the relevant printer										
	Select the document that has not printed from the list										
	Select cancel printing Or Delete the document										
1.6	Open Windows Settings	5					0				0
	Select Update and Security										
	Select Windows Update										
	Select View Update History										
	Uninstall relevant updates										
1.7	File type used as criteria	3					0				0
	Only Excel files selected										
	Screenshot pasted										
1.8	Examination number inserted.	1					0				0
QUESTION 1 TOTALS		19					0				0
				MARKER				MODERATOR			
Q 2	WORD PROCESSING - q2_YouthAndSDGs–ExamNumber.docx.										
2.1.1	Centred Page numbering X of Y added to the header.	2					0				0
2.1.2	File path inserted as a field	2					0				0
	Aligned to the right of the footer										
2.2.1	Text Wrapping changed	2					0				0
	Tight wrapping used										
2.2.2	Image resized	2					0				0
	Exactly 8 cm by 8 cm										
2.2.3	Image rotated	2					0				0
	by 45 degrees so that it is righted. Rotation should be set to 0 degrees										
2.3.1	Drop Cap added to the letter "T"	2					0				0
	Spans Five lines										
2.3.2	Alignment set to justify										

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			MARKER				MODERATOR					
Q 5_1	SPREADSHEETS -											
5.1.1	Current date added	1				1	0			0	0	CHECK
5.1.2	Text in A1:B2 wrapped	1					0			0	0	CHECK
5.1.3	Text vertically centered	1					0			0	0	CHECK
5.1.4(a)	All cell borders are red	1					0			0	0	CHECK
5.1.4(b)	All cell borders are dotted	1					0			0	0	CHECK
5.1.5	Fill Applied	2					0			0	0	CHECK
	Correct RGB Values used (50,120,120)	2					0			0	0	CHECK
5.1.6	Filter Applied	2					0			0	0	CHECK
	Only Eastern Cape cities are displayed	2					0			0	0	CHECK
5.1.7(a)	Margins adjusted	2					0			0	0	CHECK
	3cm margins all round	2					0			0	0	CHECK
5.1.7(b)	Table vertically centered	2					0			0	0	CHECK
	Table horizontally centered	2					0			0	0	CHECK
5.1.7(c)	Different Header and Footer on odd numbers and even pages	1					0			0	0	CHECK
5.1.7(d)	Custom Odd Page Footer applied	2					0			0	0	CHECK
	Displays the file name	2					0			0	0	CHECK
5.1.7(e)	Row and Column Headings set to print	1					0			0	0	CHECK
5.1.8(a)	City: Data!\$A\$3,Data!\$A\$7,Data!\$A\$11,Data!\$A\$16	3					0			0	0	CHECK
	Summer Maximum: Data!\$C\$3,Data!\$C\$7,Data!\$C\$11,Data!\$C\$16	3					0			0	0	CHECK
	Winter Maximum: Data!\$E\$3,Data!\$E\$7,Data!\$E\$11,Data!\$E\$16	3					0			0	0	CHECK
5.1.8(b)	Column Chart used	2					0			0	0	CHECK
	2D Clustered chart	2					0			0	0	CHECK
5.1.8(c)	The text "Range per City" inserted as chart title.	1					0			0	0	CHECK
5.1.8(d)	Border added to chart title	2					0			0	0	CHECK
	Major unit changed to 5	2					0			0	0	CHECK
5.1.8(e)	Y-axis minimum bound set to 10.	2					0			0	0	CHECK
	Major unit changed to 5	2					0			0	0	CHECK
QUESTION 5_1 TOTALS		27					0			0	0	
			MARKER				MODERATOR					
Q 5_2	SPREADSHEETS - q5_2_Delegates-ExamNumber.xlsx											
5.2.1	=LEFT(A2, FIND(" ", A2)	5					0			0	0	CHECK
5.2.2	=CONCATENATE(OR =(...&...) "0", F2)	3					0			0	0	CHECK
5.2.3	Range B1:G47	2					0			0	0	CHECK
	Renamed to "DelegatesBioData"	2					0			0	0	CHECK

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