

QNO.	Marking point	Target score	Actual score
a	Existence	1	
	Correct file name	1	
b i)	Fully typed @0.5 mark for every row	6	
	Boarders	1	
	Wrap text @0.5 *2	1	
	Merging center of cells@0.5*2	1	
	Currency data type	1	
	Merging of cells above subject	1	
	Centering title (marks)	1	
ii)	Renaming exact name	1	
c)	New worksheet	0.5	
	Copying	0.5	
d)	Total	1	
	Average	1	
e i)	Min	1	
	Max	1	
ii)	Renaming of cells	1	
	Exact name	1	
iii)	Ranking function	2	
	Correct data	1	
	Ascending order	1	
iv)	Sort	1	
	Correct data	1	
f) i	Inserting the class labels@ 0.5 *4	2	
	Total mark @1 for each class	4	
ii)	Copying	0.5	
	Filter	0.5	
	Correct criteria	3	
iii)	Chart	2	
	New worksheet	0.5	
	45°	1	
	Label slices	2	
	Exploding	0.5	
iv)	New worksheet	1	
	Subtotal function	2	
	Total per class	1	
e)	Print	2	
	Total	50	

QNO.	Marking point	Target score	Actual score
a i)	Correct filename and existence	2	
ii)	Set up @0.5 round	2	
iii)	A4	0.5	
iv)	Orientation	0.5	
v)	Existence of design	12	
	Correct shapes	5	
	Bulleting (we create)	1	
	Background shading the we create list	2	
	ZENITH PRINTERS sticker	1	
	Exact shape	2	
	Data fully typed on the design	5	
	Outline border (black)	1	
b)	Character spacing	2	
	White fill color	1	
c)	Grouping of objects	2	
d)	Copy	0.5	
	Correct filename	0.5	
	8 copies @1*8	8	
e)	Print @*2	2	
	Total	50	