Question 1: Document – Caring for your pet

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Page orientation: Portrait ✓</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Paper size: A4 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margins: top and bottom: 2.5 cm ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>left and right: 2 cm ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Font of whole document: Calibri ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(also accept Calibri (body))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Line and paragraph spacing for the whole document (except list of dog breeds)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Line spacing: Multiple 1.2 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paragraph spacing: 6 pt after ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Main heading: Caring for your pet</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>36 pt ✓ green colour ✓ shadow effect ✓ centred ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Paragraph headings</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Heading 1 ✓ for: Sterilisation; Vaccination, Fleas and ticks, Diet, Safety measures ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for Heading 1 and 1 for all 5 headings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heading 2 ✓ for: Female dogs; Male dogs ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 for Heading 2 and 1 for both sub headings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6 All unnecessary ¶’s (‘empty’ paragraphs) deleted ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.7 First paragraph</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Whole paragraph bold ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop Cap on W ✓ over 2 lines ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Straight quotes (”) replaced by smart quotes in “A dog is a man’s best friend” ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.8 Paragraph: Vaccination</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Remove first line indent ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numbering replaced with dog ☐ bullet ✓ – NOT symbol ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.9 Paragraph: Let us respect and care for these creatures..</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Moved to end of document ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indented 3 cm from left ✓ and 3 cm from right ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paragraph spacing: 24 pt before ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre text ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single line border around paragraph ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item / Criteria</td>
<td>Max</td>
<td>Learner</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td>Yellow highlighted paragraph: We should get to know...</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Changed to Sentence case ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellow highlighting removed ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placed in text box next to first paragraph ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text box : Square wrapping ✓ Width about 8 cm ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>dog replaced with dog in green ✓ bold ✓</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>5 occurrences (No marks if not 5 occurrences)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.11</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page break before Safety measures ✓</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>1.12</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of dog breeds</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>3 columns ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>line between ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 cm space between columns ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.13</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picture: pug_waiting</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Inserted at bottom of page 2 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size reduced to fit on the page ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picture centred horizontally ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.14</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic page numbering inserted in the format &quot;Page X of Y&quot; ✓</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Right-aligned in footer ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footer</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Arrow shape inserted on left ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and surname typed in ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shadow effect applied to arrow ✓</td>
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<td></td>
</tr>
<tr>
<td><strong>1.16</strong></td>
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<td></td>
</tr>
</tbody>
</table>

Total 48

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Study Opportunities
### Question 2: Document – LetterDogOwners

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 Letterhead</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right tab set at right side of letterhead ✓</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>used correctly and consistently over the 3 lines ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webdings symbol 154 échange inserted next to e-mail address ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line added at bottom of letterhead ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solid 3 pt ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extends between left and right margins ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4Paws Dog Training School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>082 350 1122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>021 556 4982</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:4paws@lantic.co.za">4paws@lantic.co.za</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>745 Long Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goodwood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7744</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.2 Date below letterhead</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right-aligned ✓ date inserted in format 13 November 2012 ✓</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Updates automatically (i.e. field) ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.3 25 November</strong></td>
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<td></td>
</tr>
<tr>
<td>Hard space between 25 and November ✓ (use Show/Hide to check)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>2.4 Chart</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copied from Results and pasted between brackets &lt;&lt;&lt; &gt;&gt;&gt; ✓</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pasted as link ✓ (right-click to check for ‘Update Link’)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brackets and instruction removed ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.5 Entry form</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab inserted at right of page for scissor-cut, with dotted/dashed leader ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left tab set at 4 cm ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right tab set at 10 cm ✓ with solid leader ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tabs used correctly and consistently ✓</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>✗ ————————————————————————————————————————————————— —————————————————————————————————————————————————</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of owner:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of dog:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breed of dog:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="4 cm tab" /> <img src="image" alt="10 cm tab" /></td>
<td></td>
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</tr>
<tr>
<td><strong>2.6 Spell check</strong></td>
<td></td>
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</tr>
<tr>
<td>Both mistakes corrected: ‘success’ and ‘scheduled’ ✓</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
### Study Opportunities

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table on last page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre column (Grooming) moved to be rightmost column ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Row inserted at top of table ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>merged ✓</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>contains heading Six Other Breeds ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>in a larger font size ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and thicker border than other borders ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal borders added to items in row 2 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headings in top two rows centred in their cells (hor. + vert.) ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heights of top two rows each exactly 1.2 cm ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Row 2 shaded a light colour ✓ (No mark if headings hard to read) ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data sorted alphabetically by Breed ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Six Other Breeds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breed</td>
<td>Characteristics</td>
<td>Size</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>2.8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line removed from footer of document ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

### Question 3: PowerPoint – Caring for your pet

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide numbers inserted on each slide ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>3.2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTENTS slide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headings Training and Sources added ✓</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bullets removed ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diet slide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transition removed ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>3.4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleas and ticks slide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct text copied onto slide ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It causes disease.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get advice about products to get rid of it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deworm puppies and dogs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format of first bullet (Calibri 36 pt, bold) applied to new text ✓</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>3.5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grooming slide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line spacing 1.5 ✓</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
### Study Opportunities

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6 <em>Be responsible slide</em></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Picture sent behind the text ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7 <em>Training slide</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animation effect (any) applied to picture ✓</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Picture moved to right of the text ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text moved to left of slide ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 <em>A dog is a friend for ever slide</em></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Text converted to WordArt with a curved shape ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9 <em>Puppy slide</em></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Picture (Puppy.jpg) inserted into the placeholder for a picture ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.10 <em>Puppy slide</em> is slide 9 and <em>A dog is a friend for ever</em> is slide 10 ✓</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

### Question 4: Spreadsheet – DogShow

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Sheet1 renamed as Data ✓</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4.2 Cell A1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heading merged and centred across cells A1:K1 ✓</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Merged cell shaded green ✓ (Accept any green)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 Row 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height changed to 26.25 (35 pixels) ✓</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Column headings centred vertically ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4 Headings in cells D3:K3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text wrapping applied to cells D3:E3 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text in cells F3:I3 rotated 90° anti-clockwise ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text in cells F3:I3 centred horizontally &amp; row height adapted ✓</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Categories Entered</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrance Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Obedience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ownership</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Obstacles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Defence</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Raw Points</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Final Score</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Column D: Entrance Fee</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>= 15 ✓ + 7 ✓ * E4 ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formatted as currency in South African Rands ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item / Criteria</td>
<td>Max</td>
<td>Learner</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td><strong>4.6</strong> Column K: Raw Points</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>( = \text{SUM} \checkmark \ (F4 : I4) \checkmark \ OR \ = F4 + G4 + H4 + I4 )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.7</strong> Column K: Final Score</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>( = J4 \checkmark / E4 \checkmark ) Formatted to 2 decimal places \checkmark )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Other solutions are possible, using SUM and COUNTIF)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.8.1</strong> Cell E31: Total number of participants</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>( = \text{COUNTA} \checkmark \ (A4 : A28) \checkmark ) The COUNTA function can be used with any of columns A to K. The COUNT function can be used with any of columns D to K.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.8.2</strong> Cell E32: Most common number of categories entered</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>( = \text{MODE} \checkmark \ (E4 : E28) \checkmark )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.8.3</strong> Cell E33: Highest Final Score</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>( = \text{MAX} \checkmark \ (K4 : K28) \checkmark )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.8.4</strong> Cell E34: Consistency Award</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>( = \text{MIN} \checkmark \ (L4 : L28) \checkmark ) The column L contains: ( = \text{MAX}(F4:I4) \checkmark - \text{MIN}(F4:I4) \checkmark )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.9</strong> Cell K31: Number of Gold diplomas</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>( = \text{COUNTIF} \checkmark \ (K4 : K28, \checkmark &quot; &gt;= 95.00 &quot; \checkmark ) )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.10</strong> Cell C2: Date of printing</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Date format changed to dd-mm-yyyy *(to show as 13-11-2012) \checkmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.11</strong> Cell M4: Mr Nel’s cell phone number</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Cell phone number <strong>0833506611</strong> entered correctly \checkmark Initial zero displayed \checkmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.12</strong> Cell M8: Random number for lucky draw</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>( = \text{RANDBETWEEN} \checkmark \ (1,25) \checkmark )</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.13</strong> Sorting</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Data sorted first by Breed \checkmark then by Final Score \checkmark in descending order \checkmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zinzi                        S. Norwood                Alsatian     R 43.00 4 89 99 89 93 370 92.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.14</strong> Header</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>File name in left side: &amp;[File] \checkmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page number in right side: &amp;[Page] \checkmark <em>(No half marks)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Click in header element (Page Layout on View tab) to check whether field code was inserted or information was manually typed in.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item / Criteria</td>
<td>Max</td>
<td>Learner</td>
</tr>
<tr>
<td>----------------</td>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Chart</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-D Column chart created, series = A2:A9, C2:C9 ✓</td>
<td></td>
<td>4.15</td>
</tr>
<tr>
<td>X axis contains names of all the breeds ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legend deleted ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chart has suitable title ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X and Y axes have suitable titles ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average score for each breed appears above each column ✓</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL 47**

### Question 5: Document – Grooming

<table>
<thead>
<tr>
<th>Item / Criteria</th>
<th>Max</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct information appears, i.e. list of all the breeds and their grooming ✓ ✓</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Text is taken from the table / Unnecessary text removed from table ✓ ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information as bullet list against margin ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance between bullets and text approximately as indicated ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tabs between Breeds and Grooming removed, and replaced with en dashes ✓ ✓ (space, en dash, space)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dog.wmf inserted as watermark ✓</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>5.3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saved as Grooming_DONE in examination folder ✓</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 10**