	Part A	Mark	Max	Mark
1a	Evidence of accessing web browser	**1**	**2**	
1b	Evidence of suitable search criteria used e.g. outdoor advertising banners	**1**		
2a	Evidence of email created and addressed to manager@themagcompany.eu	**1**	**5**	
2b	Evidence of suitable HTML (or similar) document attached to email Suitable attachment but not html (or similar) - 1 mark only	**2**		
2c	Suitable subject line, (ignore SPAG) – **1 mark** Suitable body text,(ignore SPAG) – **1 mark**	**2**		
	Part B			
3a	File 'survey' opened	**1**	**18**	
3b	Order of columns changed Subject, Female, Male, Average	**2**		
3c	Male TV changed to 70	**1**		
3d	New record added as shown Motoring 80 37	**2**		
3e	Effective formulas entered to display average response %	**2**		
3f	Formula replicated	**1**		
3g	All formulas shown	**1**		
3h	Any chart/graph created using **only** correct data (allow follow through error)	**1**		
3i	Pie or bar chart created	**1**		
3j	Chart created in descending order	**2**		
3k	Suitable axis labels, fully displayed	**1**		
3l	Suitable category labels, fully displayed	**1**		
3m	Suitable heading inserted	**1**		
3n	Formatting: All data fully displayed (spreadsheet data)	**1**		
3o	All data formatted to 0dp	**1**		
3p	Evidence of another formatting technique used	**1**		
4a	Appropriate software selected e.g. word processing, desktop publishing etc	**1**	**10**	
4a	All data from file 'text' used (may be reworded)	**2**		
4b	Image selected and inserted suitably in poster	**1**		
4c	Image appropriately resized e.g. fully visible, maintaining aspect ratio	**1**		
4d	Border around poster	**1**		
4e	Poster free from spelling errors	**1**		
4f	Formatting clear, suitable and fit for purpose throughout Formatting mainly clear and suitable and fit for purpose – 2 marks only Some evidence of formatting used to suit purpose – 1 mark only	**3**		
5	Folder(s) created to store work – **1 mark** Appropriate files stored in correct folder(s) – **1 mark** Appropriate file names – **1 mark**	**3**	**3**	
6	Short cut	**1**	**1**	
7	Any appropriate answer given	**1**	**1**	
	Total **40**			