**Chapter 3**

**Marking Grid**

|  |  |  |
| --- | --- | --- |
| **Question** | **Criteria** | **Marks** |
| 1.1 | First page |  |
| 1.1.1 | * Table of contents added * Display 2 levels | **2** |
| 1.2 | Margins:   * Bottom 2cm * Page border added * Watermark:   + Bully image   + Washout effect   + Scaling 150% | **5** |
| 1.3 | Find & replace  • All occurrences of 'cyber bullying' replaced with 'cyberbullying' | **2** |
| 1.4 | First paragraph  • Body text is fully justified   * Line spacing: Multiple 1.2 | **2** |
| 1.5 | Table of incidents inserted as a linked object | **2** |
| 1.6 | Paragraph borders and shading  • 2pt shadowed border  • Greenish shading (highlight) | **2** |
| 1.7 | Columns  • All text below the heading 'Reducing cyber bullying statistics' appears in 2 equal columns  • Spacing between columns is set to 0.5 cm   * Line between | **3** |
| 1.8 | Document exported as a PDF  Filename: Export\_PDF | **2** |
|  | **TOTAL** | **[20]** |