**Chapter 4 (1)**

**Marking Grid**

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| **Question** | **Criteria** | **Marks** |
| 1.1 | Delete a worksheet  • Sheet1 deleted | **1** |
| 1.2 | Cell E4:  =ROUNDUP((D4/$D$2)\*100,0)  • ROUNDUP function used  • Division operator used and correct cells, i.e. D4/D2  • Absolute cell reference applied to D2 ($D$2 or D$2)  • Multiply by 100 (\*100)  • No decimal places | **6** |
| 1.3.1 | Cell I5: =(SUM(E5:H5)+H5)/5  Or  =(SUM(E5:G5)+2\*H5)/5    • Add the final marks SUM(E5,F5,G5,H5)  Or  (E5+F5+G5+H5)  Or  SUM(E5:H5)  • H5 added a second time  • Divide by 5 | **3** |
| 1.3.2 | Cell K6: =IF(E6=J6,"Introduction",IF(F6=J6,"Dance costume",IF(G6=J6,"Evening wear","Interview")))  • IF Function  • Correct range and option for IF true first category E6=J6, "Introduction",  • Correct range and option for IF true second category F6=J6, "Dance costume",  • Correct range and option for IF true third category G6=J6, "Evening wear"  • Default False displays the last category | **5** |
| 1.4 | Cell O7: =LARGE(I4:I41,2)  • Function: LARGE  • Correct range: I4:I41  • Position in the range: 2 | **3** |
| 1.5 | Cell O9: =AVERAGE(J4:J41)  • Function: AVERAGE  • Correct range: J4:J41 | **2** |
|  |  | **[20]** |

**Chapter 4 (2)**

**Marking Grid**

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| **Question** | **Criteria** | **Marks** |
| 1.1.1 | Row 1:  Merge & centre | **1** |
| 1.1.2 | Row 1:   * Font: 20pt * Colour: red | **2** |
| 1.1.3 | Freeze panes: Rows 1 & 2 | **1** |
| 1.1.4 | Column J:   * Currancy | **1** |
| 1.1.5 | Column C & K   * Centred | **1** |
| 1.2 | Cell K3: =VLOOKUP(Race\_Reis!J3;Medal\_Medalje!$A$3:$B$6;2)  • VLOOKUP function  • Lookup value: J3  • Lookup array Medal\_Medalje!A3:B6  • Column index: 2 | **4** |
|  |  | **[20]** |