|  |  |  |
| --- | --- | --- |
| **Question** | **Criteria** | **Marks** |
| 1.1 | Page size: A4 | **1** |
| 1.2 | Margins:  Top: 2cm  Gutter: Left | **2** |
| 1.3 | New Style:   * ‘LoveGold’ * Based on Heading 1 * Text centred horizontally * Paragraph border applied * Applied to heading: ‘AN UNSPEAKABLE LOVE OF GOLD’ | **5** |
| 1.4 | SmartArt:   * Shape filled with 1Gold\_Goud picture * Text added ‘Gold Bricks’ * Changed to chevron shape * Caption added ‘Processing Gold’ | **4** |
| 1.5 | Graph copied from **Graph spreadsheet**  Updated object | **3** |
| 2.1 | Mail Merge |  |
| 2.1.1 | Initial & surname and City merge fields inserted in correct position  Only clients from Durban  tbClients table used as data source  Merged document saved as Statement\_Merge | **5** |
|  | **TOTAL** | **[20]** |

**Chapter 2**

**Marking Grid**