

Word	
Description	Mark Awarded
NatMac template	
NatMac template created, logo.jpeg at the top centred horizontally	
Metal logo style, Aqua 11pt Glow Accent colour 5, transparency 35%	
Correct address entered and centred, Century Gothic, 11pt and bold and all other text in template to Century Gothic 12pt	
Automatic updated date function	
carvalho.jpeg inserted as watermark and increased size to 200%	
email address entered as footer -Century Gothic 8pt bold	
Customer evaluation	
All text Century Gothic, bold 12pt and logo centred at top of page, all text correctly entered	
All three text box comments altered	
Plain text content	
Drop down menu with Lake Titticacca, Machu Picchu, Trekking in Nepal, Whitewater Rafting in Nepal, Cycling World Heritage Vietnam, Cycling Saigon Vietnam, Great Ocean Road Australia. Contents should be unable to be deleted	
Date pickers for start and end dates	
4 and 3 option buttons and only one is allowed to be selected	
5 correct check boxes	
restrict editing to only filling in forms - no password	
Saved as Customer Evaluation and a macro enabled document	

Spreadsheet	
Description	Mark Awarded
Sales Figures 1	
Pivot table created in Sales Summary sheet of Sales Figures1 showing Total sales per sales person for each holiday destination .	
Pivot chart showing first six months of Total sales by sales person, product as legend	
Pivot chart in own sheet called Half Yearly Sales and Data Table under chart	
Linear Forecast Trendline based on Australia and Primary Vertical Axis starts at 100000 ends at 900000	
Invoice Template	
Correct data entered and Sheet named Invoice	
Formatting correct, logo inserted and resized, correct border and all data can be clearly seen	
Correct vlookup	
CSV file Experiences imported into cell A2 in sheet Experiences and A2:A8 in Experiences sheet named Experiences	
CSV file Extras imported into cell A2 in sheet Extras A2:A6 in Extras sheet named Extras	
A7:A23 Data Validation to Experiences range , appropriate input and error messages	
C7:C23 Vlookup to Experience sheet	
D7:D23 Data Validation list to Extras sheet and E7:E23 vlookup to Extras sheet	
G7:G23 total formula and all cells with formula in them protected - password worldskills	
Document properties changed to - competitors name as the author , Company Invoice as the title , Date completed as today's date , Checked by Jack Ainsworth , Recorded by Cathy Kydd	
Invoice 1	
File created with correct data and all data can be clearly seen	