

Mark Scheme (Results)

June 2014

Pearson Edexcel International GCSE in ICT (4IT0) Paper 02

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Summer 2014
Publications Code UG039181
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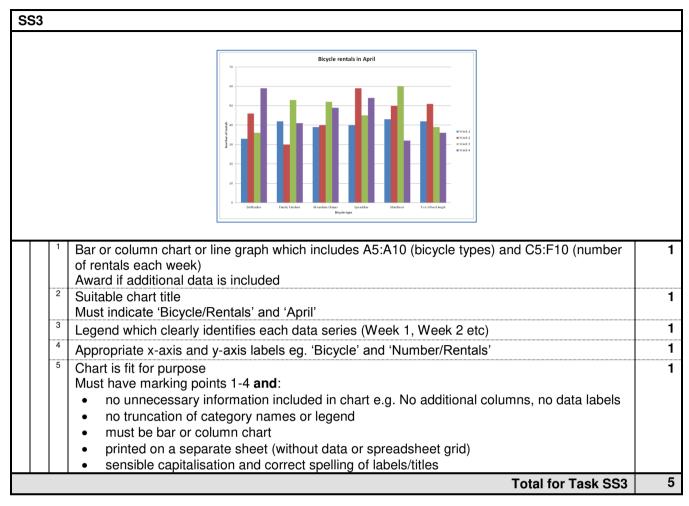
General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme.
 Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

Activity 1: Using Spreadsheet Software (SS)

		Г	А	В	С	D	E	F		
		1		Inco	me from b	icy cle rent	als in April			
		2				<u> </u>	(D . 1			
		4	Bicycle Type	Rental Charge	Week 1	Week 2	of Rentals Week 3	Week 4		
		_	Dirtbuster	£8.00	33	46	36	59		
		6	Family Tandem	£15.00	42	30	53	41		
			Mountain Chaser	£11.00	39	40	52	49		
			Speedster	£16.00	40	59	45	54		
			Stardriver Two Wheel Angel	£17.00	43	50 51	60 39	32 36		
		11	Two vyneer Anger	20.00	42	51	39	30		
			Total Income							
]	
1	A5:A10 sorted in alphabet	tica	al order –	Dirtbust	er, Fa	amily	Tand	dem .	Two Wheel Angel	
2	A5:F10 sorted in order of	Ric	rycle Tyne	_ Dirth	ııctar	A 3	3 46	36	59 or Two Wheel Angel	
		יום	yolo i ype	טווט – ט	usici	, 0, 0	0, 40	, 50,	oo or Two writer Angel,	
	8,42									
	-				·	·	·		Total for Task SS1	

		lī .				\neg	
			A	G	H H	-	
			1 In	come from bicycle rentals in A	pril		
		•	3				
			4 Bicycle Type	Total	Income	-	
			5 Dirtbuster	=SUM(C5:F5)	=B5*G5		
			6 Family Tandem	=SUM(C6:F6)	=B6*G6		
			7 Mountain Chaser	=SUM(C7:F7)	=B7*G7		
			8 Speedster	=SUM(C8:F8)	=B8*G8		
			9 Stardriver	=SUM(C9:F9)	=B9*G9	\dashv	
			10 Two Wheel Angel	=SUM(C10:F10)	=B10*G10	-	
		11	11 12 Total Income		0.004/15/1140		
		L	12 Total Income		=SUM(H5:H10)	-	
		Allow correct value in d	ala view (174)				
	2	=SUM(C5:F5) entered i =B5*G5 or =G5*B5 or = Allow inefficient formula	n G5 (efficient fo PRODUCT(B5, a using cell refere	G5) entered in ences which pr		ct result eg =SUM(B5*G5)	,
(ii)	1	=SUM(C5:F5) entered i =B5*G5 or =G5*B5 or =	n G5 (efficient fo PRODUCT(B5, a using cell refere	G5) entered in ences which pr		ct result eg =SUM(B5*G5)	-
	1	=SUM(C5:F5) entered i =B5*G5 or =G5*B5 or = Allow inefficient formula	n G5 (efficient for PRODUCT(B5, a using cell reference) replicated to cell entered in cells	G5) entered in ences which pr Ils G6:H10	oduces corre		,
(iii)	1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr		,
(iii)	1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells (data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells (data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1	=SUM(C5:F5) entered is =B5*G5 or =G5*B5 or = Allow inefficient formula Formulae in G5 and H5 Suitable column labels (Can be awarded from =H5+H6+H7+H8+H9+H A13 OR =SUM(H5:H10) in other	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells of data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	
(iii)	1 1 1 1	=SUM(C5:F5) entered in a second secon	n G5 (efficient for PRODUCT(B5, a using cell reference replicated to cell entered in cells of data view)	G5) entered in ences which pr ells G6:H10 G4 and H4 eg	oduces corrections of the correction of the corr	me'	



SS4		Award marks in (a) only from formula view	
		14	
(a) (i)	1	=B17*C17 or =PRODUCT(B17,C17) in cell D17 Do not award for =SUM(B17*C17) or =PRODUCT(B17*C17)	1
(ii)	1	Formula in D17 replicated to cells D18:D22 – allow follow through	1
(iii)	1	=SUM(D17:D22) entered in cell D23	1
(iv)	1 2 3	Award 1 mark for comparison of D23 with 300 in cell D24 =IF(D23>=300 or =IF(D23<300 or =IF(D23>300 or =IF(D23=300 or =IF(D23=3	3
		Award 1 mark for D23*F27 in appropriate location in IF function in cell D24 eg =IF(D23>=300,D23*F27 or =IF(D23<300, ,D23*F27) or =IF(D23>300,D23*F27 or =IF(D23<=300, ,D23*F27)	
		Award 1 mark for completely correct formula =IF(D23>=300,D23*F27,0) or =IF(D23<300, 0,D23*F27)	
(v)	1	=D23-D24 in cell D25. Do not award for =SUM(D23-D24)	1

1	PMMM Cycl 3 Mansion Stree Yorkshi BF5 1P	et, Crixtren re	
	INVOIC	Ε	
Group Name:	Mrs Francesca Crotren Cyclers 3 Meadow Lane		
	Crixtren Cyclers Yorkshire BF5 1MM		
Bicycle Type	Yorkshire BF5 1MM Rental Charge	Number Required	Cost
Dirtbuster	Yorkshire BF5 1MM Rental Charge £8.00	Number Required	£56.00
Dirtbuster	Yorkshire BF5 1MM Rental Charge £8.00 £15.00	Number Required	£56.00
Dirtbuster Family Tandem	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00	Number Required	£56.00 £60.00 £66.00
Dirtbuster Family Tandem Mountain Chaser	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00	Number Required 7 4 6 6	£56.00
Dirtbuster Family Tandem Mountain Chaser Speedster	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00 £17.00	Number Required 7 4 6 6	£56.00 £60.00 £66.00
Dirtbuster Family Tandem Mountain Chaser Speedster Stardriver	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00	Number Required 7 4 6 4 5	£56.00 £66.00 £66.00 £64.00 £85.00
Dirtbuster Family Tandern Mountain Chaser Speedster Stardriver	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00 £17.00	Number Required 7 4 6 4 5	£56.00 £60.00 £66.00 £64.00 £85.00
Dirtbuster Family Tandem Mountain Chaser Speedster	Yorkshire BF5 1MM Rental Charge £8.00 £15.00 £11.00 £17.00	Number Required 7 4 6 4 5	£56.00 £66.00 £66.00 £64.00 £85.00

Ma	arks	s fo	r (b), (c)(i) and (d) can be awarded from a screen shot or from formula view	
(b)	(i)	_	Values in cells B17:B22 and D17:D25 formatted to show currency symbol and 2 decimal places	1
	(ii)	1 2	Additional formatting feature which enhances layout. One mark each up to a maximum of two for any of: • cells A1:A4 formatted suitably for heading eg. Any one of enlarged font for company name, merging of cells • highlighting of 'Invoice' and/or 'Group Details' • consistent suitable borders/shading for cells A16:D22 and C23:D25 • sensible use of word wrap in cells A16:D16 • consistent enhanced column headings in A16:D16 and/or C23:C25 • consistent borders/shading for cells A1:A4 and/or A8:B12 • printed in portrait orientation (must be data view)	2
(c)	(i)	1	Accurate data entry of: Mrs Francesca Gorst, Crixtren Cyclers,3 Meadow Lane, Crixtren, Yorkshire, BF5 1MM	1
-	(ii)		Accurate data entry of number of bikes 7,4,6,4,5,4 Invoice printed in data view without discount label (in column E) and value on one A4 portrait	1
			sheet Do not accept screen shot	
(d)		1 2	One mark each for two different explanations of how formatting changes made to the worksheet make it well-presented or easier to understand eg • enhanced company name to make it stand out • borders/shading to make it easier to read across the row • enhanced column headings make it easier to identify labels • word wrapping enables narrower columns when long labels used • merging of cells for title improve the look so title is centred across sheet Allow other sensible responses of identification and reason	2
			Total for Task SS4	15

Total for Activity 1: 29 marks

Activity 2: Using Web Authoring Software (WA)

WA1





(;	a)	1	Some cropping attempted – image remains rectangular without distortion	1
		2	Some cropping on all sides – all of the bicycle and cyclist are visible	1
		3	Image cropped on all sides – very close to cyclist and bicycle	1



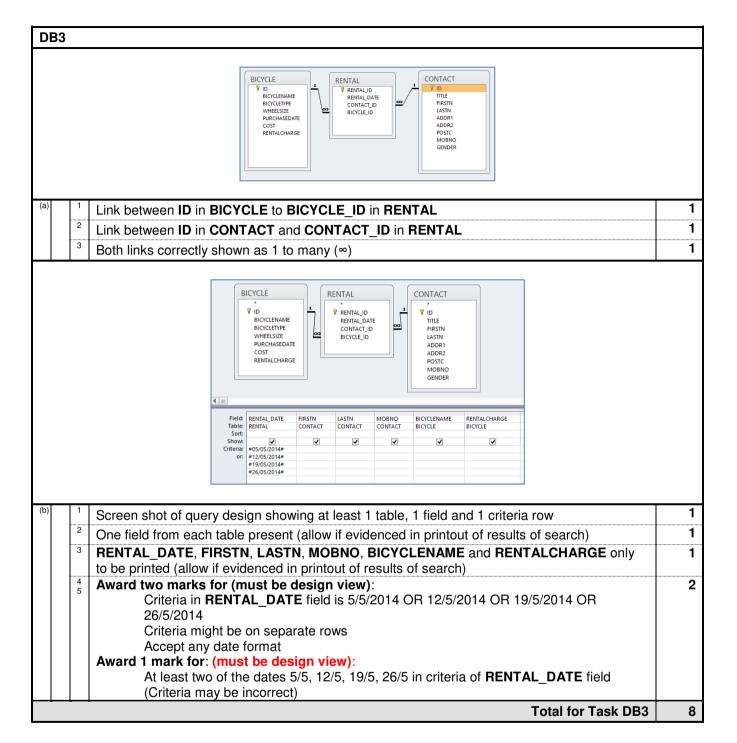
(b)	(i)	1	Correct company name and telephone number present PMMM Cycles (Ltd), 01632 960123	1
		2	Logo inserted	1
		3	Link to home page visible – award if evidence of hyperlink present (e.g. underline or icon)	1
		4	Page content selected from INFORMATION. Do not award if 'PAGE CONTENT' is present	1
		5	SILVERSPRITE or cropped image of SILVERSPRITE inserted	1
	(ii)	1	Full page visible in screenshot	1
		2	Layout is consistent with design – information and images as indicated on design	1
		3	Colour scheme applied as on design – dark (blue) text on pale (blue) background	1
		4	Suitability of fonts, sizes and styles for web page	1
		5	Text showing no unnecessary hyphenation and images suitably sized without distortion	1
(c)	(i)	1 2	One mark each for two different explanations of how formatting features have been used to make the webpage fit for purpose Eg centre alignment of text and images in the page content to give more attractive appearance, font enhancements to make the sub-headings ("bicycle type", "description")	2
	(ii)	1	Stand out One suitable change identified which would enhance page for visually impaired user eg option to change colour scheme, add text labels to image for screen reader, option to increase font size	1
		2	Explanation of how the change would assist visually impaired user – eg make it easier to read, aid screen reader to describe content of images	1
			Total for Task WA1	17

Total for Activity 2: 17 marks

Activity 3: Using Database Software (DB)

DB1 Marking points (a) (i) 2 to 6 can be awarded from design view CUSTOMER CONTACT DETAILS TITLE Dr FIRST NAME Rose EAST NAME Lockver ADDRESS 1 62 Moss Road POSTCODE BE3 SER 1 Screenshot shows data entry form - data entry view 1 Appropriate title on form must include 'Contact' 'customer' or similar but not just 'Contact' 3 1 Correct 9 fields only for form At least one field label customised appropriately from FIRSTN, LASTN, ADDR1, ADDR2, 1 POSTC, MOBNO Use of a drop down list for at least one of TITLE or GENDER 1 One appropriate additional enhancement from: 1 Customisation of all of FIRSTN, LASTN, ADDR1, ADDR2, POSTC, MOBNO Additional navigation buttons Customisation of input box length for any field On-screen help text Drop down list for both TITLE and GENDER Allow one mark for identification of mobile phone number as either 1 not being used in calculations starting with a zero/often contains spaces Allow one mark for either 1 limited range of values makes sure that data entry is more accurate/consistent 1 Table sorted in ascending order of LASTN - Arufuron to Violett 1 25 Records and 9 fields printed without truncation - may be on more than one page **Total for Task DB1** 10

DB2) M	arks may be awar	ded from	aller	desid	nn				
	_ IVI	ains illay be awai	u c u ii oiii	query	y uesi	yıı				
			∠ TITLE ▼	FIRSTN	LASTN -	ADDR1 .	POSTC -	MOBNO -		
			Ms	Alex		144 Candid Street	BG2 7RG	07700 900367		
			Ms	Lucy		16 Theatre Way	BG2 4EI	07700 900918		
			Dr	Rose		62 Moss Road	BE3 8ER	07700 900597		
			Dr	Lorner		70 Moss Road	BF4 9RE	07700 900133		
			Ms Dr	Jo Elizabeth		59 Obere St 91 Capital Way	BE3 9CN BG2 5SD	07700 900117 07700 900818		
			Dr	Charlotte		16 Edgeham Hollow	BE3 2RN	07700 900847		
			Dr	Maria		78 Moss Road		07700 900637		
			Ms	Sally		59 Obere St		07700 900344		
			Ms	Roxanne	Arafuron	19 Theatre Street	BE3 6QG	07700 900300		
			Ms	Hester	Jacobs	154 Garrett Hill	BE3 5CO	07700 900388		
			Ms	Serena	Hutton	43 Miner Rd	BE3 8IC	07700 900654		
			Ms	Thadia		146 Garrett Hill		07700 900797		
			Ms	Kerri	Violett	1 South Street	BE3 5KT	07700 900820		
			*							
a)		orrect 14 records. N	/linimum F	IRST	ΝΙΔ9	STN fields				-
	2 0	nly fields TITLE, FI	RSTN I A	STN	ADDE	R1 POST	: MO	BNO pres	sent in printout	1
	L							•	•	
	3 T I	ITLE, FIRSTN, LAS	STN, ADDI	R1, P(OSTC.	. MOBNO	in cor	rect orde	•	1
	l la	nore single extra fie	ماط							
Ш.	19	nore single extra ne	JIG .							
			DICYCLENIAN	/E _	DICYCI ET	VDE - DIIPCL	JASEDAT	T2OOT		
		Z	BICYCLENAN		BICYCLET		HASEDAT		v	
			BICYCLENAM Top Drawer		BICYCLET Family Tan		HASEDAT		6.00	
				F		idem		2012 £35	6.00 9.00	
			Top Drawer	F	Family Tan Family Tan	ndem ndem	08/07/	2012 £35 2012 £32		
		-	Top Drawer Eagle's Wings Mother's Com	F forter F	Family Tan Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2 26/03/2	2012 £35 2012 £33 2012 £33	9.00 6.00	
			Top Drawer Eagle's Wings	F forter F	Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2	2012 £35 2012 £33 2012 £33	9.00	
		- -	Top Drawer Eagle's Wings Mother's Com	F forter F	Family Tan Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2 26/03/2	2012 £35 2012 £33 2012 £33	9.00 6.00	
		K	Top Drawer Eagle's Wings Mother's Com	F forter F	Family Tan Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2 26/03/2	2012 £35 2012 £33 2012 £33	9.00 6.00	
		***	Top Drawer Eagle's Wings Mother's Com	F forter F	Family Tan Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2 26/03/2	2012 £35 2012 £33 2012 £33	9.00 6.00	
6) [,	Top Drawer Eagle's Wings Mother's Com	F forter F	Family Tan Family Tan Family Tan	ndem ndem ndem	08/07/2 05/01/2 26/03/2	2012 £35 2012 £33 2012 £33	9.00 6.00	
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))	2 11	Correct 4 rec	Top Drawer Eagle's Wings Mother's Com Childsafe	forter F	Family Tan Family Tan Family Tan Family Tan	ndem Idem Idem Idem	08/07/3 05/01/3 26/03/3 29/07/3	2012 £35 2012 £33 2012 £33 2012 £36	9.00 6.00	2
o)	2 11	=	Top Drawer Eagle's Wings Mother's Com Childsafe	forter F	Family Tan Family Tan Family Tan Family Tan	ndem Idem Idem Idem	08/07/3 05/01/3 26/03/3 29/07/3	2012 £35 2012 £33 2012 £33 2012 £36	9.00 6.00	2
))	2 11	Correct 4 red	Top Drawer Eagle's Wings Mother's Com Childsafe	forter F	Family Tan Family Tan Family Tan Family Tan	ordem ordem ordem ordem	08/07/: 05/01/: 26/03/: 29/07/:	2012 £35 2012 £37 2012 £33 2012 £36	9.00 6.00 0.00	2
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b)	2 11	Correct 4 red ward 1 mark for Correct 7 red R	Top Drawer Eagle's Wings Mother's Com Childsafe cords. Mini	mum	Family Tan Family Tan Family Tan Family Tan Of BIC	eYCLENAI	08/07/: 05/01/: 26/03/: 29/07/: ME fie	2012 £38 2012 £38 2012 £38 2012 £38	9.00 6.00 0.00 ords (All dates in 2012)	2
0)	A O	Correct 4 red ward 1 mark for Correct 7 red	Top Drawer Eagle's Wings Mother's Com Childsafe cords. Mini	mum	Family Tan Family Tan Family Tan Family Tan Of BIC	eYCLENAI	08/07/: 05/01/: 26/03/: 29/07/: ME fie	2012 £38 2012 £38 2012 £38 2012 £38	9.00 6.00 0.00 ords (All dates in 2012)	2
(b)	A O	Correct 4 red ward 1 mark for Correct 7 red R	Top Drawer Eagle's Wings Mother's Com Childsafe cords. Mini	mum E=Fa	Family Tan Family Tan Family Tan Family Tan Of BIC Amily T	CYCLENAI Candem Of	08/07/: 05/01/: 26/03/: 29/07/: ME fie	2012 £35 2012 £32 2012 £33 2012 £36 2012 £36 2012 £36	9.00 6.00 0.00 Drds (All dates in 2012)	2



		Rentals of bi	cycles on	Mondays i	n May			
		RENTAL DATE	LAST NAME	MOBILE NO	BICYCLE NAME	RENTAL CHARGE		
		05/05/2014	Khan	07700 900382	Spearhead	£8.00		
		12/05/2014	Murray	07700 900156	Perfect Flight	£8.00		
		12/05/2014	Christopher	07700 900409	Top Drawer	£15.00		
		19/05/2014	Mahmud	07700 900629	Rough Rider	£8.00		
		19/05/2014	Peters	07700 900133	Angelfire	£8.00		
		19/05/2014	Jacobs	07700 900388	Top Drawer	£15.00		
		26/05/2014	Lockyer	07700 900597	Snake Charmer	£8.00		
		26/05/2014	Lockyer	07700 900597	Mudslinger	£8.00		
		20 May 2014				Page 1 of 1		
		20 May 2014				Page 1 of 1		
		20 May 2014				Page 1 of 1		
1	Suitable title mus		ental" . "	Monday" a	and "Mav"	Page 1 of 1	-	
1	Suitable title mus	st include "re	ental" , "	Monday" a	and "May"	Page 1 of 1		
1 2	Suitable capitalis	st include "re	-	,		-	and	
1 2	Suitable capitalis Correct 5 fields of	st include "resation only: RENTA	AL_DA1	,		-	and	
	Suitable capitalis Correct 5 fields of RENTALCHARO	st include "re sation only: RENTA GE in correc	AL_DAT	ΓE, LAST		-	and	
2	Suitable capitalis Correct 5 fields of RENTALCHARO All 5 field headin	st include "resation only: RENT/ GE in correctings suitably o	AL_DAT	ΓE, LAST		-	and	
	Suitable capitalis Correct 5 fields of RENTALCHARO All 5 field headin Correct 8 records	st include "resation only: RENT/ GE in corrections suitably of s only	AL_DAT et order customis	ΓE, LAST		-	and	
3	Suitable capitalis Correct 5 fields of RENTALCHARO All 5 field headin	st include "resation only: RENT/ GE in corrections suitably of s only	AL_DAT et order customis	ΓE, LAST		-	and	
3	Suitable capitalis Correct 5 fields of RENTALCHARO All 5 field headin Correct 8 record Must have at lea	st include "resation only: RENT/ GE in correctings suitably of s only list one field f	AL_DAT order customis	rE, LAST	N, MOBNO, B	ICYCLENAME :	and	
3	Suitable capitalis Correct 5 fields of RENTALCHARO All 5 field headin Correct 8 record Must have at lea (RENTAL_DATE	st include "resation only: RENT/ GE in correctings suitably of sonly st one field for the control of the co	AL_DATet order customisfrom eaco	re, LAST sed ch table & BICYCL	N, MOBNO, B	CALCHARGE)		

Total for Activity 3: 29 marks

Activity 4: Using Presentation Software (PS)

PS1 Must be master slide for all except first mark point



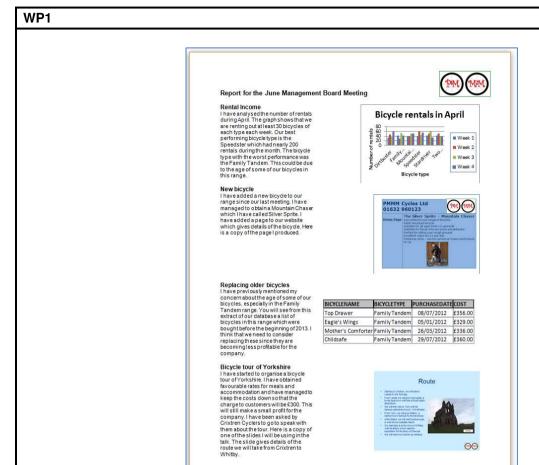
(a	(i)	1	Logo added to bottom right of Master slide OR shown consistently on all slides	1
	(ii)	1	Font changed from Brushscript to Arial or similar on Master slide	1
	(iii)	1	Name and candidate number entered in the middle section of the footer on Master slide	1
		2	Date place holder deleted from footer of Master slide	1
	lv	1	Screen shot of complete Master slide pasted into word processed document	1



(b)	(i)	1	Suitable title on slides 2 to 4: eg route, requirements and contact	1
		2	Suitable image on each of slides 2 to 4. Do not accept Paris or India or animal. Accept repeated image	1
		3	Slide 2 names the 6 towns – Leeds, Harrogate, York, Malton, Scarborough and Whitby Slide 3 includes reference to age, health/fitness and clothing Slide 4 includes £300 and either phone number or email	1
		4	Suitable editing of text on slides 2-4. eg bulleted text or not all text present from data file	1
		5	Images on slides 2-4 suitable size without distortion and no overlap	1
		6	Titles, text and images located as indicated on design for slides 2 to 4 Ignore the logo	1
	(ii)	1	Slides printed two to a page – not screen shots	1
(c)	(i)	1	Award one mark for identifying a suitable feature Eg. Text formatted as phrases rather than paragraphs Use of text enhancements – bold, italics Use of bullets/numbering	1
		2	Colour scheme Consider avalenation of identified feature	1
-	(ii)	1	Sensible explanation of identified feature	
	(11)		Award one mark for identifying a suitable change	1
		2	Award one mark for explanation of how change makes it more appealing to the target audience	1
			Total for Task PS1	16
			Total for Task F31	

Total for Activity 4: 16 marks

Activity 5: Using DTP/ Word Processing Software (WP)



(i)	1	Text from JUNE. Must have title and 4 subheadings and paragraphs with labels removed	
	2	Logo inserted in appropriate location	
	3	At least 3 of chart, web page, database DB2b and slide inserted in document	
ľ	4	All 4 items (chart, web page, database DB2b and slide) inserted in document	
ľ	5	At least 2 of chart, web page, database DB2b and slide inserted with appropriate paragraph	
•	6	All 4 items (chart, web page, database DB2b and slide) inserted with appropriate paragraph	
(ii)	1	All inserts are appropriate size with no distortion, truncation or overlap of text Inserts are within single paragraphs Inserts have unnecessary window elements cropped	
-	2	Consistent font, size and style used for each of sub-headings body text Title and sub-headings stand out from body text	
	3	All items present and fit on one side A4 with no large areas of white space Items laid out consistently and well-balanced	
		Total for Task WP1	

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Total for Activity 5: 9 marks

