**Chapter 1**

Marking grid

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Criteria** | **Marks** |
| 1.1 |  | Cover page |  |
|  | 1.1.1 | Name & surname inserted in author placeholder | **1** |
|  | 1.1.2 | Date field: June 12, 2019 | **1** |
|  | 1.1.3 | Shadow applied | **1** |
| 1.2 |  | Page numbering |  |
|  | 1.2.1 | Page after table of contents numbered as 1 | **1** |
|  | 1.2.2 | Page format changed to 'Page X of Y' format | **1** |
|  | 1.2.3 | Page numbers removed from first and second page | **1** |
| 1.3 | | Table of figures inserted on page 2 | **2** |
| 1.4 | | Comment removed on page 3 | **1** |
| 1.5 | | Page orientation  •Page 5 displays in landscape orientation  •Rest of the document in portrait orientation | **2** |
| 1.6 | | Cross-reference (Figure 3: Irma Stern)  •Cross reference replaces text '(Insert cross reference here)'  •Reference to the figure 'Irma Stern' | **2** |
| 1.7 | | Check box: Female  • Default value set to checked  Combo box: Days  • ‘Thursdays’ added to combo box  Text form field: Cell Number  • Type: Number  • 10 characters  Help text inserted on F1 key  • ‘Cell’ entered  Text form field added next to Name &Surname  • Format: Capital letters | **7** |
|  | | **TOTAL** | **[20]** |