**Chapter 5**

**Marking Grid**

|  |  |  |
| --- | --- | --- |
| **Question** | **Criteria** | **Marks** |
| 1.1 | Rename Sheet 1:  Car Info | **1** |
| 1.2 | Tab colour: any colour | **1** |
| 1.3.1  1.3.2 | Row 1:  • Merge and centre cells A1:O1   * Text 'MZANSI CAR SALES' inserted in cell A1 * Light blue shading added | **3** |
| 1.4 | Column A - Cell A3:  =CONCATENATE(LEFT(B3,2), RIGHT(F3,3), J3)  • CONCATENATE function &  • LEFT (B3,2)  • RIGHT (F3,3)  • J3  **OR**  =LEFT(B3,2) & RIGHT(F3,3) & K3 | **6** |
| 1.5 | Cell G4:  =YEAR(TODAY())-F4  • YEAR  • TODAY() OR NOW()  • -F4  • Formatted to General | **3** |
| 1.6 | Cell K4:  =FIND(" ",J4)  • FIND function  • Used to determine position of space '' '' | **2** |
| 1.7 | =MID(J5;K5+1;LEN(J5))  • Function to extract (MID)  • Extracted from correct cell (K5)  • From space +1 character to the last character  • Function to determine length (LEN) | **4** |
|  | Total | **[20]** |