NO	ITEM	MARKS	SCORE
a	Creating a workbook called **LEAGUE_RESULTS(Correct Name)**	1	
b	Creating Input Form Fields for data entry	2	
	Complete data entry	3	
	Data labels: (Bold), (Right Alignment), (TextWrap), (Text Orientation), Team and Point (Centre Alignment) @1	5	
c	Correct validation rule, Correct error message @2	4	
d	Renaming the worksheet as **LeagueTable**	2	
e	Number of games lost by each team(MatchesPlayed – Won – Drawn)	2	
f	Calculating the points obtained by each team(Win*3 + Drawn*1 + Lost*0)	3	
g	Team's position in the league(Appropriate and correct Rank Function)	4	
h	Teams that garnered above 55 points in the league(Correct CountIf function)	3	
i	Determining the team awards(Appropriate IF function)	4	
j	Sorting data in ascending order by Team Position	1	
k	Copying the worksheet **LeagueTable** into a new worksheet	1	
l	Sorting data by **CountyTeams** and using it to get subtotals	5	
m	Plotting a column graph on its own worksheet,	1	
	Renaming chart worksheet as **LeagueAnalysis**	1	
	Appropriate chart title	1	
	Correct data selected for plotting	1	
	Appropriate X and Y axis labels @1	2	
	Chart legend	1	
n	Printing formulas only in **LeagueTable** worksheet	1	
	Printing **CountyTeams** worksheet	1	
	Printing **LeagueAnalysis** worksheet	1	
	TOTAL	50	

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QUESTION ONE

Question	Marks	Student score
Fully typed document as it appears	15	
Inserting the autoshape with text	2	
Save it as KASU1 exam	1	
Spell checking the document	1	
Copying the document into a new word document	2	
Save it as Kasu Final exam	1	
Finding the abbreviation AI and replacing with artificial intelligence	2	
Format all the titles as follows:		
Font type Aerial	1	
Font size 14.5	1	
Font colour Black, text 1	1	
Double underline	1	
Bold italic	1	
Character spacing Expanded 150%	2	
.Insert a dropped drop cap in the first paragraph starting with the word "artificial intelligence	1	
In margin drop cap in the second paragraph starting with the word "machine learning"	1	
Inserting two columns in the last paragraph starting with "to be successful" with a line in between them	2	
Format the titles in the table as follows		
Centre aligning all the titles	1	
Changing the text direction to 90^0	1	
Double strike through	1	
Bold	1	
Inserting header as a copy right of your official names	1	