Task 2 – Spreadsheet

Question	Answer	Marks
For **Question 1** see below for example of spreadsheet.		
1		**3**
	Name, centre and candidate number centre aligned in header	1
	Text **Created on** with space then with automated date in footer …	1
	… with space, the text **at** another space and the automated time in the footer	1
For **Question 2** see below for example of spreadsheet formulae.		
2		**6**
	=VLOOKUP (…)	1
	… B29, …	1
	… j32giraffe.csv! …	1
	… $A$2:$C$12 …	1
	… ,3	1
	… ,0	1
For **Question 3** see below for example of spreadsheet formulae.		
3	=VLOOKUP(B29,j32giraffe.csv!$A$2:$F$12,6,0)	**1**
For **Question 4** see below for example of spreadsheet formulae.		
4	Cells D29 and F29 replicated to row 98	**1**
For **Question 5** see below for example of spreadsheet formulae.		
5		**2**
	=COUNTA (…)	1
	… A29:A98	1

Question	Answer	Marks
For **Question 6** see below for example of spreadsheet formulae.		
6		**5**
	=COUNTIFS (…)	1
	… F29:F98 …	1
	… ,"Critically endangered"	1
	… ,G29:G98 …	1
	… ,"Yes"	1
For **Question 7** see below for example of spreadsheet.		
7		**2**
	New row 6 inserted …	1
	… with text **Critically endangered**	1
For **Question 8** see below for example of spreadsheet formulae.		
8		**8**
	=COUNTIFS (…)	1
	… F29:F98 …	1
	… as an absolute reference…	1
	… ,"Critically endangered"	1
	… ,E29:E98	1
	… as an absolute reference	1
	… ,A8 …	1
	… as a relative reference	1

Question	Answer	Marks
For **Question 9** see below for example of spreadsheet.		
9		**7**
	Cells A1:B1 and A6:B6 merged	1
	20-point black text	1
	Cells A1:B10 sans-serif	1
	Text in A1, A3, A4, B7 wrapped as shown	1
	Rows 2 and 5 half height of row 10	1
	A3:A4 & A8:A10 right aligned and B1:B10 centre aligned	1
	Rows 1, 3, 4 and 7 centre aligned vertically	1
For **Question 10** see below for example of formulae spreadsheet.		
10		**2**
	Formulae printout – Formulae in cells A1 to G98 fully visible	1
	Formulae printout – Landscape orientation with row and column headings	1
For **Question 11** see below for example of values spreadsheet and selection method.		
11		**4**
	Values printout – Rows 1 to 7 and selected rows from 8 to 26 fully visible	1
	Values printout – filter used to remove countries with 0	1
	Values printout – Portrait orientation, single page with row and column headings	1
	Screen shot evidence of selection method	1
Total		**41**

Task 3 – File management

Task	Answer	Marks
For **Question 12** see below for example of folder screen shot.		
12	Screen shot includes folder name, image dimensions, video frame height and width, file names, file extensions and file sizes	**1**
For **Question 13** see below for examples of html and browser view.		
13		**7**
	No letters visible	1
	Table style="width:75%;" of browser window	1
	Single table used	1
	Table attribute border="1"	1
	Row 1 – colspan="2"	1
	Row 2 left – rowspan="3"	1
	Row 5 – colspan="2"	1
For **Question 14** see below for example of HTML.		
14	Title accurate and in head section	**1**
For **Question 15** see below for examples of html and browser view.		
15		**7**
	Banner image in top cell.	1
	Video visible in row 2 left cell	1
	video <…> tag used with …	1
	… src="j32feed.mp4" …	1
	… type="video/mp4"…	1
	Appropriate error message between <video> and </video> tags	1
	Set to autoplay	1

Task	Answer	Marks
For **Question 16** see below for example of HTML.		
16		**3**
	Row 4 right cell - **Web page edited by:** …	1
	… with new line then name, centre number and candidate number …	1
	… all text set in style h3	1
For **Question 17** see below for example of HTML and browser view.		
17		**2**
	Bottom row – text from source file complete	1
	… set in style p	1
For **Question 18** see below for example of HTML.		
18	Stylesheet j32web.css attached in head section	**1**
For **Question 19** see below for example of HTML		
19		**6**
	Row 2 right cell - Anchor set around j32what.jpg	1
	<a href="j32what.htm" …	1
	… target="_blank">	1
	Row 3 right cell - Anchor set around j32contact.jpg	1
	<a href="mailto:g.raffe@cambridge.org …	1
	… ?subject=Giraffe">	1
For **Question 20** see below for example of browser view.		
20	In browser, address visible	**1**
Total		**28**

Header	Name, centre & candidate no - centre aligned	1 mark
Footer	**Created on** <automated date> ...	1 mark
	... **at** <automated time>	1 mark

A Candidate ZZ999 9999

	A	B	C	D
1	**Tagged giraffe sightings**			
2				
3	Number of sightings in 7 day period	=COUNTA(A29:A98)		
4	Number of critically endangered sightings with photograph	=COUNTIFS(F29:F98,"Critically endangered",G29:G98,"Yes")		
5				
6	**Critically endangered**			
7	Country	Number of sightings		
8	Botswana	=COUNTIFS(F$29:F$98,"Critically endangered",E$29:E$98,A8)		
9	Burundi	=COUNTIFS(F$29:F$98,"Critically endangered",E$29:E$98,A9)		
10	Cameroon	=COUNTIFS(F$29:F$98,"Critically endangered",E$29:E$98,A10)		
11	Central African Republic	=COUNTIFS(F$29:F$98,"Critically endangered",E$29:E$98,A11)		
12	Chad	=COUNTIFS(F$29:F$98,"Critically endangered",E$29:E$98,A12)		
13	Ethiopia	=COUNTIFS(F$29:F$98,"Critic... E$29:E$98,A13)		
14	Kenya	=COUNTIFS(F$29:F$98,"Critical... A14)		
15	Malawi	=COUNTIFS(F...		
16	Mozambique	=COUNTIFS(F...		
17	Namibia	=COUNTIFS(F...		
18	Niger	=COUNTIFS(F...		
19	Rwanda	=COUNTIFS(F...		
20	Somalia	=COUNTIFS(F...		
21	South Africa	=COUNTIFS(F...		
22	South Sudan	=COUNTIFS(F...		
23	Sudan	=COUNTIFS(F...		
24	Tanzania	=COUNTIFS(F...		
25	Uganda	=COUNTIFS(F...		
26	Zambia	=COUNTIFS(F...		

Created on 01/09/2022 at 13:43

B3	=COUNTA (…)	1 mark
	… A29:A98	1 mark
B4	=COUNTIFS (…)	1 mark
	… F29:F98	1 mark
	… ,"Critically endangered"	1 mark
	… ,G29:G98	1 mark
	… , "Yes"	1 mark
B8	=COUNTIFS (…)	1 mark
	… F29:F98	1 mark
	… as an absolute reference	1 mark
	… ,"Critically endangered"	1 mark
	… ,E29:E98	1 mark
	… as an absolute reference	1 mark
	… ,A8	1 mark
	… as a relative reference	1 mark

A Candidate ZZ999 9999

	A	B	C	D
27				
28	Date	Code	Tag number	Species
29	45326	n3	n3-00081	=VLOOKUP(B29,j32giraffe.csv!$A$2:$C$12,3,0)
30	45326	r	r-00034	=VLOOKUP(B30,j32giraffe.csv!$A$2:$C$12,3,0)
31	45326	m2	m2-00039	=VLOOKUP(B31,j32giraffe.csv!$A$2:$C$12,3,0)
32	45326	n2	n2-00078	=VLOOKUP(B32,j32giraffe.csv!$A$2:$C$12,3,0)
33	45326	s1	s1-00056	=VLOOKUP(B33,j32giraffe.csv!$A$2:$C$12,3,0)
34	45326	s1	s1-00073	=VLOOKUP(B34,j32giraffe.csv!$A$2:$C$12,3,0)
35	45327	m2	m2-00028	=VLOOKUP(B35,j32... !$A$2:$C$12,3,0)
36	45327	s2	s2-00033	=VLOO... !$A$2:$C$12,3,0)
37	45327	m2	m2-00030	...$A$2:$C$12,3,0)
38	45327	r		...$A$2:$C$12,3,0)
39	45327	r		...$A$2:$C$12,3,0)
40	45327	m2		...$A$2:$C$12,3,0)
41	45328	m2		...$A$2:$C$12,3,0)
42	45328	m2		...$A$2:$C$12,3,0)
43	45328	n1		...$A$2:$C$12,3,0)
44	45328	s1		...$A$2:$C$12,3,0)
45	45328	s1		...$A$2:$C$12,3,0)
46	45328	s2	s2-00021	=VLOOKUP(B46,j32giraffe.csv!$A$2:$C$12,3,0)
47	45328	m2	m2-00032	=VLOOKUP(B47,j32giraffe.csv!$A$2:$C$12,3,0)
48	45328	m2	m2-00077	=VLOOKUP(B48,j32giraffe.csv!$A$2:$C$12,3,0)
49	45328	n1	n1-0008	=VLOOKUP(B49,j32giraffe.csv!$A$2:$C$12,3,0)
50	45328	m2	m2-00068	=VLOOKUP(B50,j32giraffe.csv!$A$2:$C$12,3,0)
51	45328	s1	s1-00067	=VLOOKUP(B51,j32giraffe.csv!$A$2:$C$12,3,0)
52	45328	s1	s1-00050	=VLOOKUP(B52,j32giraffe.csv!$A$2:$C$12,3,0)
53	45328	r	r-00025	=VLOOKUP(B53,j32giraffe.csv!$A$2:$C$12,3,0)
54	45328	m2	m2-00070	=VLOOKUP(B54,j32giraffe.csv!$A$2:$C$12,3,0)
55	45328	n2	n2-00031	=VLOOKUP(B55,j32giraffe.csv!$A$2:$C$12,3,0)
56	45328	s2	s2-00044	=VLOOKUP(B56,j32giraffe.csv!$A$2:$C$12,3,0)
57	45328	m2	m2-0006	=VLOOKUP(B57,j32giraffe.csv!$A$2:$C$12,3,0)
58	45328	r	r-00012	=VLOOKUP(B58,j32giraffe.csv!$A$2:$C$12,3,0)

D29	=VLOOKUP (…)	1 mark
	… B29, …	1 mark
	… j32giraffe.csv! …	1 mark
	… $A$2:$C$12 …	1 mark
	… ,3	1 mark
	… ,0	1 mark

Created on 01/09/2022 at 13:44

A Candidate ZZ999 9999

	A	B	C	D
59	45328	m2	m2-00019	=VLOOKUP(B59,j32giraffe.cw!$A$2:$C$12,3,0)
60	45328	s1	s1-00041	=VLOOKUP(B60,j32giraffe.csv!$A$2:$C$12,3,0)
61	45328	r	r-00016	=VLOOKUP(B61,j32giraffe.csv!$A$2:$C$12,3,0)
62	45328	s2	s2-00069	=VLOOKUP(B62,j32giraffe.csv!$A$2:$C$12,3,0)
63	45328	m2	m2-00042	=VLOOKUP(B63,j32giraffe.csv!$A$2:$C$12,3,0)
64	45328	n3	n3-00035	=VLOOKUP(B64,j32giraffe.cw!$A$2:$C$12,3,0)
65	45328	s1	s1-00017	=VLOOKUP(B65,j32giraffe.cw!$A$2:$C$12,3,0)
66	45328	m2	m2-00045	=VLOOKUP(B66,j32giraffe.csv!$A$2:$C$12,3,0)
67	45328	s1	s1-0009	=VLOOKUP(B67,j32giraffe.csv!$A$2:$C$12,3,0)
68	45328	n1	n1-00010	=VLOOKUP(B68,j32giraffe.csv!$A$2:$C$12,3,0)
69	45328	r	r-00023	=VLOOKUP(B69,j32giraffe.csv!$A$2:$C$12,3,0)
70	45328	m2	m2-0007	=VLOOKUP(B70,j32giraffe.csv!$A$2:$C$12,3,0)
71	45329	s2	s2-00079	=VLOOKUP(B71,j32giraffe.csv!$A$2:$C$12,3,0)
72	45329	s1	s1-00029	=VLOOKUP(B72,j32giraffe.csv!$A$2:$C$12,3,0)
73	45329	m2	m2-00052	=VLOOKUP(B73,j32giraffe.csv!$A$2:$C$12,3,0)
74	45329	s1	s1-00075	=VLOOKUP(B74,j32giraffe.csv!$A$2:$C$12,3,0)
75	45329	n1	n1-00061	=VLOOKUP(B75,j32giraffe.csv!$A$2:$C$12,3,0)
76	45329	n2	n2-00015	=VLOOKUP(B76,j32giraffe.csv!$A$2:$C$12,3,0)
77	45329	m2	m2-00057	=VLOOKUP(B77,j32giraffe.csv!$A$2:$C$12,3,0)
78	45330	m2	m2-00038	=VLOOKUP(B78,j32giraffe.csv!$A$2:$C$12,3,0)
79	45330	r	r-00058	=VLOOKUP(B79,j32giraffe.csv!$A$2:$C$12,3,0)
80	45330	m2	m2-00054	=VLOOKUP(B80,j32giraffe.csv!$A$2:$C$12,3,0)
81	45330	n1	n1-00036	=VLOOKUP(B81,j32giraffe.csv!$A$2:$C$12,3,0)
82	45330	s2	s2-00013	=VLOOKUP(B82,j32giraffe.csv!$A$2:$C$12,3,0)
83	45330	s1	s1-00040	=VLOOKUP(B83,j32giraffe.csv!$A$2:$C$12,3,0)
84	45330	s1	s1-00048	=VLOOKUP(B84,j32giraffe.csv!$A$2:$C$12,3,0)
85	45331	m2	m2-00060	=VLOOKUP(B85,j32giraffe.csv!$A$2:$C$12,3,0)
86	45331	s1	s1-00063	=VLOOKUP(B86,j32giraffe.csv!$A$2:$C$12,3,0)
87	45331	n3	n3-00071	=VLOOKUP(B87,j32giraffe.csv!$A$2:$C$12,3,0)
88	45331	s2	s2-00053	=VLOOKUP(B88,j32giraffe.csv!$A$2:$C$12,3,0)
89	45332	r	r-00024	=VLOOKUP(B89,j32giraffe.csv!$A$2:$C$12,3,0)
90	45332	m2	m2-00027	=VLOOKUP(B90,j32giraffe.csv!$A$2:$C$12,3,0)

Created on 01/09/2022 at 13:45

A Candidate Z2999 9999

	A	B	C	D
91	45332	s1	s1-00047	=VLOOKUP(B91,j32giraffe.csv!$A$2:$C$12,3,0)
92	45332	n2	n2-00022	=VLOOKUP(B92,j32giraffe.csv!$A$2:$C$12,3,0)
93	45332	m2	m2-00064	=VLOOKUP(B93,j32giraffe.csv!$A$2:$C$12,3,0)
94	45332	s2	s2-0003	=VLOOKUP(B94,j32giraffe.csv!$A$2:$C$12,3,0)
95	45332	n1	n1-00074	=VLOOKUP(B95,j32giraffe.csv!$A$2:$C$12,3,0)
96	45332	m2	m2-00076	=VLOOKUP(B96,j32giraffe.csv!$A$2:$C$12,3,0)
97	45332	s1	s1-00049	=VLOOKUP(B97,j32giraffe.csv!$A$2:$C$12,3,0)
98	45332	m2	m2-00046	=VLOOKUP(B98,j32giraffe.csv!$A$2:$C$12,3,0)

F29	=VLOOKUP(B29,j32giraffe.csv!$A$2:$F$12,6,0)	1 mark
D29 & F29	Replicated to row 98	1 mark
Printout	Formulae with cells A1 to G98 fully visible	1 mark
	Landscape orientation with row and column headings	1 mark

Created on 01/09/2022 at 13:46

A Candidate Z2999 9

	E	F	G
27			
28	Country	Status	Photographic evidence
29	Niger	=VLOOKUP(B29,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
30	Somalia	=VLOOKUP(B30,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
31	Kenya	=VLOOKUP(B31,j32giraffe.csv!$A$2:$F$12,6,0)	No
32	Ethiopia	=VLOOKUP(B32,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
33	Botswana	=VLOOKUP(B33,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
34	Namibia	=VLOOKUP(B34,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
35	Tanzania	=VLOOKUP(B35,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
36	South Africa	=VLOOKUP(B36,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
37	Kenya	=VLOOKUP(B37,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
38	Ethiopia	=VLOOKUP(B38,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
39	Ethiopia	=VLOOKUP(B39,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
40	Kenya	=VLOOKUP(B40,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
41	Tanzania	=VLOOKUP(B41,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
42	Tanzania	=VLOOKUP(B42,j32giraffe.csv!$A$2:$F$12,6,0)	No
43	Central African Republic	=VLOOKUP(B43,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
44	Botswana	=VLOOKUP(B44,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
45	Namibia	=VLOOKUP(B45,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
46	Zambia	=VLOOKUP(B46,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
47	Tanzania	=VLOOKUP(B47,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
48	Tanzania	=VLOOKUP(B48,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
49	South Sudan	=VLOOKUP(B49,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
50	Kenya	=VLOOKUP(B50,j32giraffe.csv!$A$2:$F$12,6,0)	No
51	Botswana	=VLOOKUP(B51,j32giraffe.csv!$A$2:$F$12,6,0)	No
52	Botswana	=VLOOKUP(B52,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
53	Ethiopia	=VLOOKUP(B53,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
54	Tanzania	=VLOOKUP(B54,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
55	South Sudan	=VLOOKUP(B55,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
56	Mozambique	=VLOOKUP(B56,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
57	Tanzania	=VLOOKUP(B57,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
58	Kenya	=VLOOKUP(B58,j32giraffe.csv!$A$2:$F$12,6,0)	Yes

Created on 01/09/2022 at 13:47

A Candidate ZZ999 9999

	E	F	G
59	Kenya	=VLOOKUP(B59,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
60	Botswana	=VLOOKUP(B60,j32giraffe.csv!$A$2:$F$12,6,0)	No
61	Somalia	=VLOOKUP(B61,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
62	South Africa	=VLOOKUP(B62,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
63	Tanzania	=VLOOKUP(B63,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
64	Niger	=VLOOKUP(B64,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
65	Botswana	=VLOOKUP(B65,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
66	Kenya	=VLOOKUP(B66,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
67	Botswana	=VLOOKUP(B67,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
68	Chad	=VLOOKUP(B68,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
69	Kenya	=VLOOKUP(B69,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
70	Tanzania	=VLOOKUP(B70,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
71	Mozambique	=VLOOKUP(B71,j32giraffe.csv!$A$2:$F$12,6,0)	No
72	Botswana	=VLOOKUP(B72,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
73	Tanzania	=VLOOKUP(B73,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
74	Botswana	=VLOOKUP(B74,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
75	South Sudan	=VLOOKUP(B75,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
76	South Sudan	=VLOOKUP(B76,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
77	Kenya	=VLOOKUP(B77,j32giraffe.csv!$A$2:$F$12,6,0)	No
78	Tanzania	=VLOOKUP(B78,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
79	Kenya	=VLOOKUP(B79,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
80	Tanzania	=VLOOKUP(B80,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
81	Cameroon	=VLOOKUP(B81,j32giraffe.csv!$A$2:$F$12,6,0)	No
82	Botswana	=VLOOKUP(B82,j32giraffe.csv!$A$2:$F$12,6,0)	No
83	Namibia	=VLOOKUP(B83,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
84	Botswana	=VLOOKUP(B84,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
85	Kenya	=VLOOKUP(B85,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
86	Botswana	=VLOOKUP(B86,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
87	Niger	=VLOOKUP(B87,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
88	South Africa	=VLOOKUP(B88,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
89	Somalia	=VLOOKUP(B89,j32giraffe.csv!$A$2:$F$12,6,0)	No
90	Kenya	=VLOOKUP(B90,j32giraffe.csv!$A$2:$F$12,6,0)	Yes

Created on 01/09/2022 at 13:48

A Candidate ZZ999 9999

|	E	F	G
91	Namibia	=VLOOKUP(B91,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
92	Ethiopia	=VLOOKUP(B92,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
93	Tanzania	=VLOOKUP(B93,j32giraffe.csv!$A$2:$F$12,6,0)	No
94	South Africa	=VLOOKUP(B94,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
95	Cameroon	=VLOOKUP(B95,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
96	Kenya	=VLOOKUP(B96,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
97	Namibia	=VLOOKUP(B97,j32giraffe.csv!$A$2:$F$12,6,0)	Yes
98	Kenya	=VLOOKUP(B98,j32giraffe.csv!$A$2:$F$12,6,0)	Yes

Created on 01/09/2022 at 13:49

A Candidate ZZ999 9999

	A	B
1	**Tagged giraffe sightings**	
2		
3	Number of sightings in 7 day period	70
4	Number of critically endangered sightings with photograph	12
5		
6	**Critically endangered**	
7	**Country**	**Number of sightings**
10	Cameroon	2
11	Central African Republic	1
12	Chad	1
13	Ethiopia	2
18	Niger	3
22	South Sudan	4

Row 6	New row inserted	1 mark
	Critically endangered	1 mark
	Cells A1:B1 and A6:B6 merged	1 mark
Row 1 & 6	20-point black text	1 mark
Rows 1-10	Cells A1:B10 sans-serif	1 mark
	Text in A1, A3, A4, B7 wrapped as shown	1 mark
	Rows 2 and 5 half height of row 10	1 mark
	A3:A4 & A8:A10 right aligned & B1:B10 centre aligned	1 mark
	Rows 1, 3, 4 & 7 centre aligned vertically	1 mark
Printout	Only rows 1 to 7 and selected rows from 8 to 26 fully visible	1 mark
	Filter used to remove countries with 0	1 mark
	Portrait, single page with row and column headings	1 mark

Created on 05/04/2022 at 14:34

Evidence Document
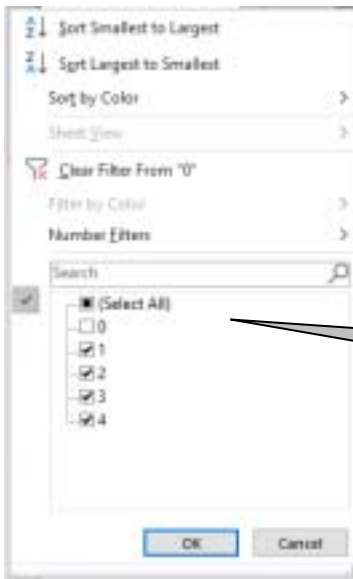
Filter   Evidence of selection method   1 mark
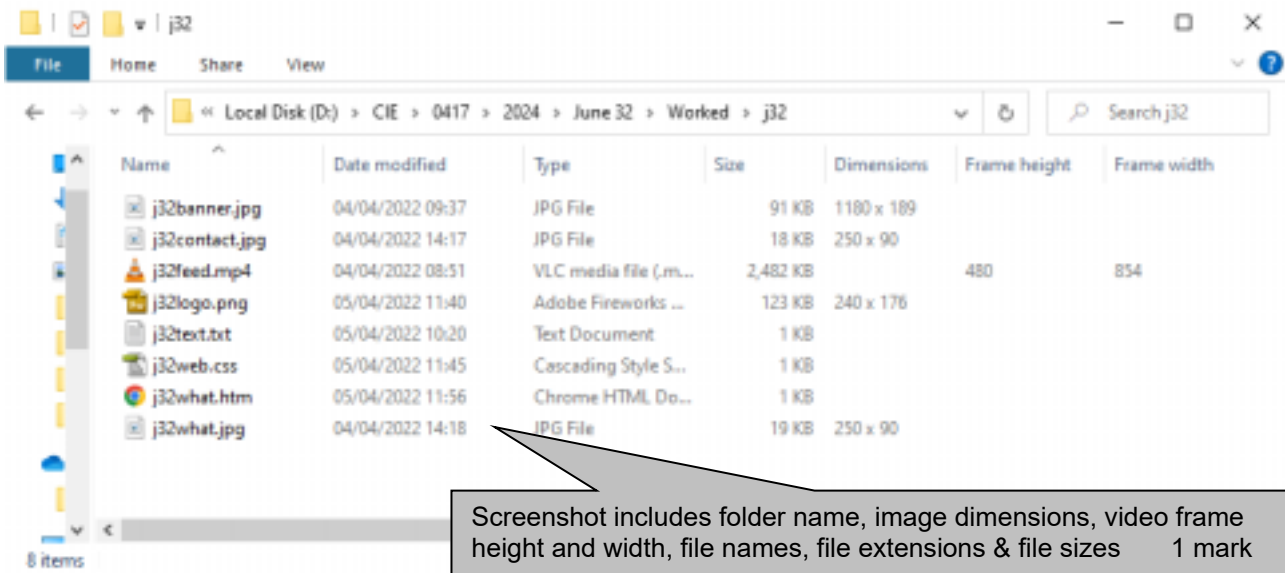
Screenshot includes folder name, image dimensions, video frame height and width, file names, file extensions & file sizes   1 mark