



Consolidation Assignment Year 1: Word – Car Parking.docx Instruction and Marksheet		
Student Name & Nr:		100

	DESCRIPTION	MAX MARK	ACHIEVED MARK
1.	Set the top and bottom page margin to 2cm. ✓ Set the page size to A4 ✓ Set the Header and Footer to 1.5cm. ✓	3	
2.	Modify the styles as follows: <u>Normal</u> Font: Verdana 10pt, ✓ justified ✓ Paragraph spacing: 6pt before and 6pt after ✓ Left indent 1 cm ✓ <u>Heading 1</u> Font Verdana 20pt, ✓ colour dark red ✓ left aligned ✓ Left indent 0cm ✓ Paragraph spacing: 12pt before and 6pt after ✓ <u>Heading 2</u> Font Verdana 16pt, ✓ bold, italic, ✓ colour dark red ✓ Left aligned ✓ left indent 0cm ✓ Paragraph spacing: 12pt before and 6pt after ✓ <u>Heading 3</u> Font Verdana 13pt, ✓ bold, ✓ colour dark red ✓ Left aligned ✓ left indent 0.5cm ✓ Paragraph spacing: 12pt before and 6pt after ✓	21	
3.	Move the text starting from "Overview" to a new page by using a break. (The first page will be used for a Table of Contents and Table of Figures) ✓	1	
4.	Wrap the text to the right of each of the 4 photo's in the document. ✓✓✓✓	4	
5.	Insert a caption below each photo in the document as follows: Each caption must be left aligned below the picture. Figure 1: Smart Car ✓✓ Figure 2: Street Parking ✓✓ Figure 3: Delivery Vehicles ✓✓ Figure 4: Parking Lot ✓✓	8	
6.	Place the <i>Car Parking Spaces</i> section ✓ on a landscape page ✓ within the document. Centre the graph (chart) on the page. ✓	3	



7.	Move the heading starting with " <i>Study On Demand And...</i> " to a new page by using a break. ✓	1	
8.	Apply a bulleted list to the text below the heading " <i>Highlights</i> " ✓ Line up the bullets with the letter "H" of the heading " <i>Highlights</i> " ✓ Shade the paragraph light grey. ✓	3	
9.	Convert the text below the heading "Table 1." to a table. ✓ Split the table at the author " <i>Hensher and King</i> ", then delete the second table. ✓✓ Format the font in the table to Verdana 9pt. ✓ Adjust the size of the headings to 10pt ✓ Remove the hyperlinks from the author's names. ✓ Format the font of the author's names to black and remove the underline. ✓ Left align all the text in the table, except the " <i>Year</i> ", which must be centred. ✓✓ Format the headings so the background is dark grey and the text is yellow. ✓ Rotate the dates so they read from the bottom up. ✓	11	
10.	Move the heading " <i>Types of Parking</i> " to a new page by using a break. ✓	1	
11.	Number the headings below " <i>Types of Parking</i> " from 1 to 7 in this format: 1), 2), 3) ✓✓ Adjust the number position to 0cm and the text position to 1cm ✓	3	
12.	Place the paragraphs from 1 to 7 in two columns with a line between. ✓✓ Adjust the spacing between the columns to 1cm. ✓ Item 4 (Illegal Parking) must be at the top of the second column ✓	4	
13.	Create a header that shows <i>A Survey of Modern Car Parking Habits</i> right-aligned on all pages except the first. ✓✓✓ Format the header so that it appears in Verdana 10 pt, bold, italic, dark red, and with a green 1pt rule 2 points <u>beneath</u> it. ✓✓✓✓	7	
14.	Create a footer on all pages that shows the page number (Page x) right aligned, ✓✓✓ in Verdana 10 pt, bold, and dark red. Show a green 1pt rule 2 points <u>above</u> it. ✓✓✓✓	7	
15.	Insert a table of contents on the first page of the document. ✓ <u>Do not</u> include the Heading 1 style. ✓ Make use of the Classic Style with dot leaders and page numbers. ✓✓ Align the table of contents with the main heading on the page. ✓ The heading for the table of contents must be Verdana 11, capital letters and bold. ✓✓	7	



16.	Insert a table of figures below the table of contents. ✓ Make use of the Classic Style with dot leaders and page numbers. ✓✓ Align the table of figures with the table of contents and the heading on the page. ✓ The heading for the table of figures must be Verdana 11, capital letters and bold. ✓✓	6	
17.	Document correctly divided into sections with appropriate breaks ✓✓ Content correctly placed in document ✓✓✓✓✓ No blank pages ✓ Page numbers correct sequence & automated ✓ Headers and footers correct ✓	10	