Task 1	Did not attempt. 0 points	Several errors. 0.5 points	Partially correct. 1 points	One or more improvements required (e.g. incorrect value). 1.5 points	New worksheet, use appropriate functions, correct references and value. 2 points
Task 2	Many errors. 0 points	Several errors. 0.5 points	Partially correct (e.g. either sorting or filtering applied). 1 points	One or more improvements required (e.g. missing total sales). 1.5 points	New worksheet, correct table, correct value (filter & sort). 2 points
Task 3	Many errors. 0 points	Several errors. 0.5 points	Partially correct (either pivot table or pivot chart applied). 1 points	One or more improvements required (e.g. correct pivot table and pivot chart but missing some values, slicer formatting). 1.5 points	New worksheet, appropriate pivot table and chart, correct slicers, correct values. 2 points
Task 4	No attempt. 0 points	Many errors, hard-coded values. 0.5 points	Two or more improvements required (e.g. formulas are not easy to be copied to subsequent cells). 1 points	Correct values with Minor improvements required (e.g. empty records not handled). 1.5 points	Correct value, use appropriate functions with correct attributes. Effective use of functions, e.g. require minimum maintenance, correct nested functions. 2 points
Task 5	Many mistakes. 0 points	Several mistakes. 0.5 points	A few errors (e.g. difficult to read or use). 1 points	One or more improvements required. 1.5 points	Document worksheet completed. Overall correct format and appropriate presentations. 2 points