

## **Grading Rubric – Excel 2007**

### **Chapter 1, Apply Your Knowledge**

<b>Description:</b>		<b>Pts</b>	<b>Your Score</b>
Data	Edit data as indicated	<b>2</b>	
Formatting	Worksheet title is Title Cell style, merged and centered across columns A through G	<b>2</b>	
	Worksheet subtitle is 16-point, Corbel red, bold font, merged and centered across columns A through G	<b>3</b>	
Chart	Chart updated to reflect data edits	<b>1</b>	
Document	Properties changed Correct save	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>		<b>10</b>	