

Grading Rubric –Excel 2007

Chapter 2, C&P 1: Weight-Loss Plan

Description		Pts	Your Score
Data	Appropriate title and subtitle	2	
	Correct data, with descriptive row and column labels	5	
Formulas / Functions	Correct table body functions	4	
	Correct Summary functions	6	
Formatting	Titles centered over worksheet data	1	
	Titles formatted appropriately	4	
	Row and column labels formatted appropriately	4	
	Numerical data formatted appropriately: first, body and total/summary rows	4	
	Column widths to show all data	1	
Chart	3-D pie chart correctly embedded into the worksheet	5	
	Chart formatted with title and data labels	3	
Document	Properties Correct save	1	
TOTAL POSSIBLE POINTS:		40	

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Chapter 2, C&P 2: Doze-Now Profits

Description		Pts	Your Score
Data	Appropriate title and subtitle	2	
	Correct data, with descriptive row and column labels	4	
Formulas / Functions	Correct table body functions	8	
	Correct Summary functions	6	
Formatting	Titles centered over worksheet data	1	
	Titles formatted appropriately	4	
	Row and column labels formatted appropriately	4	
	Numerical data formatted appropriately: first, body and total/summary rows	4	
	Column widths to show all data	1	
Document	Properties	1	
	Correct save	1	
	WS printout, formulas print	2	
	Update data and print	2	
TOTAL POSSIBLE POINTS:		40	