

Grading Rubric – Excel 2007

Chapter 1, Extend Your Knowledge

Description:		Pts	Your Score
Formatting	Worksheet title is 24-pt, Arial, red, bold	1.5	
	Worksheet subtitle is 16-point, Arial Narrow, blue, bold	1.5	
Chart	Stacked line chart created with correct data Place on sheet Apply a chart style	2	
	3-D Area chart created with correct data Place to not overlap Apply a different chart style	2	
	Resize charts to snap to gridlines make both visible without scrolling	1	
Document	Properties changed Correct save	2	
TOTAL POSSIBLE POINTS:		10	