

Grading Rubric – Excel 2007

Walk and Rock Music 1st Quarter Sales

Description:		Pts	Your Score
Data	Labels entered correctly Data entered accurately SUM formulas applied correctly	4	
Formatting	Worksheet title centered across merged cells A through G, Title cell style	2	
	Subtitle centered across merged cells A through G, Cambria 14 pt font, bolded, dark blue color.	2	
	Column titles (A3:G3) have Heading 3 cell style applied	1	
	First row data cells (B4:G4) have Accounting Number Format applied	1	
	Data cells (range B5:G8) Comma Style format	1	
	Total row has Total cell style and Accounting Number Format applied	2	
	Row labels column width is auto adjusted	1	
Chart	Correct data range, with labels selected Chart (Clustered 3-D Column) created correctly Chart displayed correctly below worksheet' Style 2 applied	3.5	
Document	Properties Correct save Printout	2.5	
TOTAL POSSIBLE POINTS:		20	