Grading Rubric – Excel 2007
Chapter 1, Make it Right

Description:		Pts	Your Score
Data	Correct spelling error	3	
	Create grand total SUM function		
	SUM function in cell E9 corrected		
Formatting	Merge and center titles	5	
	Format title with cell style		
	Format subtitle with Font group commands		
	Format column headers and total row appropriately		
	Adjust column widths		
Chart	Chart moved below the worksheet and resized	1	
Document	Update properties	1	
	Correct save		
TOTAL POSSIBLE POINTS:		**10**	