

## Grading Rubric –Excel 2007

### Chapter 1, Cases and Places Rubrics

| <b>Description</b>            |  | <b>Pts</b> | <b>Your Score</b> |
|-------------------------------|--|------------|-------------------|
| Data                          | Appropriate title and subtitle   | <b>2</b>   |                   |
|                               | Correct data, with descriptive row and column labels                       | <b>5</b>   |                   |
|                               | Correct SUM functions, with row appropriate label                          | <b>3</b>   |                   |
|                               | Correct Summary function(s), with appropriate row labels                   | <b>3</b>   |                   |
| Formatting                    | Titles centered over worksheet data  | <b>1</b>   |                   |
|                               | Titles formatted appropriately   | <b>4</b>   |                   |
|                               | Row and column labels formatted appropriately                              | <b>4</b>   |                   |
|                               | Numerical data formatted appropriately: first, body and total/summary rows | <b>4</b>   |                   |
|                               | Column widths to show all data   | <b>1</b>   |                   |
| Chart                         | 3-D Clustered Chart created with appropriate data range                    | <b>4</b>   |                   |
|                               | Appropriate style applied  | <b>2</b>   |                   |
|                               | Appropriately sized and placed   | <b>2</b>   |                   |
| Document                      | Appropriate document properties  | <b>3</b>   |                   |
|                               | Correct save   | <b>2</b>   |                   |
| <b>TOTAL POSSIBLE POINTS:</b> |  | <b>40</b>  |                   |