

# Grading Rubric – Excel 2007

## Chapter 2 Lesson: Silver Dollars Stock Club Portfolio

Description:		Pts	Your Score
Data	Titles, labels and data entered correctly	2	
	Sheet 2 contains current stock quotes for the nine companies listed on Sheet 1, as downloaded from MSN MoneyCentral Investor Stock Quotes	2	
Formulas / Functions	Correct WS body formulas entered correctly and copied down	3	
	Average, Highest and Lowest functions added correctly and copied right	3	
Formatting	Concourse theme	.5	
	Titles centered and formatted, with bg color	1	
	Center col 2 data	.5	
	Format dates	1	
	Accounting and comma formatting for number values	1.5	
	Inc decimal places in col E and G	1	
	Currency format for summary area	1	
	Format col J as % w/ 2 dec places	1	
	Column J conditional formatting to display negative amounts on a red background	1.5	
	Adjust col width and row height	1	
Document	Properties updated	.5	
	Correct save	.5	
	Set margins to narrow	.5	
	Add header info	.5	
	Landscape orientation	.5	
	Print landscape, selection, formulas (fit)	1.5	
	Change tab names	1	
<b>TOTAL POSSIBLE POINTS:</b>		<b>25</b>	