

## Grading Rubric – Excel 2007

### Chapter 2, Make it Right

<b>Description:</b>		<b>Pts</b>	<b>Your Score</b>
Formulas / Functions	Adjust functions to include row 13 Correct net pay calculations; total = \$2,733.64 Adjust col C high value from number to calculation Average, Highest, and Lowest calculated in summary area	<b>4</b>	
Formatting	Correct col B width Correct spelling errors Row 4: Accounting format Delete Avg of taxes function	<b>4</b>	
Document	Properties Correct save	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>		<b>10</b>	