

Grading Rubric – Excel CH-1
Chapter Project

| Description | Pts | Your Score |
|--|------------|-------------------|
| <i>Save Sable River Foundation.xlsx</i> | | |
| The worksheet title and subtitle are entered | 1 | |
| The column titles are entered | 1 | |
| The row titles are entered | 1 | |
| The data in Table 1–1 is entered appropriately | 1 | |
| The Total row and column are created with appropriate data | 1 | |
| The worksheet is formatted based on Figure 1–26 (b) | 1 | |
| A Clustered Cylinder chart is created with appropriate data | 1 | |
| The chart is resized, formatted, and positioned appropriately | 1 | |
| The worksheet is printed in landscape orientation showing values | 1 | |
| The worksheet is printed in landscape orientation showing formulas | 1 | |
| TOTAL POSSIBLE POINTS: | 10 | |

CPSC 30: Computer Applications
Assignment #11: Excel 2010 CH-1

Student Name: _____
Date: _____

Grading Rubric – Excel CH-1
Apply Your Knowledge

| Description | Pts | Your Score |
|---|------------|-------------------|
| <i>Apply 1-1 Clothed for Campus Third Quarter Expenses.xlsx</i> | | |
| Changes shown in Table 1-6 are made to the worksheet | 3 | |
| The worksheet title and subtitle are formatted | 2 | |
| The SUM function is used to calculate Totals | 2 | |
| The workbook is printed showing values | 1 | |
| The workbook is printed showing formulas | 2 | |
| TOTAL POSSIBLE POINTS: | 10 | |

Grading Rubric – Excel CH-1
Lab 1: Annual Revenue Analysis Worksheet

| Description | Pts | Your Score |
|--|------------|-------------------|
| <i>Lab 1-1 A Healthy Body Shop Annual Revenue Analysis.xlsx</i> | | |
| The worksheet title and subtitle are entered and formatted | 2 | |
| The data from Table 1-7 is entered | 1 | |
| Totals are created | 1 | |
| Column headers are formatted appropriately | 1 | |
| Cells are formatted and column widths are adjusted | 2 | |
| A Clustered Cylinder chart is created with appropriate data, formatted, resized, and moved to the correct location | 3 | |
| The two specified corrections are made to the sales amounts | 1 | |
| The worksheet is printed in landscape orientation, both before and after the last corrections | 2 | |
| The workbook is printed showing formulas | 2 | |
| TOTAL POSSIBLE POINTS: | 15 | |

Grading Rubric – Excel CH-1
Lab 2: Semiannual Sales Analysis Worksheet

| Description | Pts | Your Score |
|---|------------|-------------------|
| <i>Lab 1-2 Play 'em Again Semiannual Revenue.xlsx</i> | | |
| The worksheet shown in Figure 1–80 is created using the data in Table 1–8 | 3 | |
| The totals row and column are created | 2 | |
| The worksheet title and subtitle are entered and formatted | 2 | |
| Cells are formatted appropriately | 2 | |
| A Pie in 3-D chart is created with appropriate data, formatted, and moved to the correct location | 3 | |
| The worksheet is printed in landscape orientation showing values | 1 | |
| The worksheet is printed in landscape orientation showing formulas | 2 | |
| TOTAL POSSIBLE POINTS: | 15 | |