

**Grading Rubric – Excel CH-2**  
**Chapter Project**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
<i>The Mobile Masses Biweekly Payroll Report.xlsx</i>		
The worksheet title, subtitle, column titles, and row titles are entered	<b>1</b>	
The data from data in Table 2–1 is entered correctly	<b>1</b>	
The sheet name are changed	<b>0.5</b>	
All the formulas are entered correctly	<b>1</b>	
The totals in row 13 are calculated using the SUM function	<b>1</b>	
The AVERAGE, MAX, and MIN functions are used correctly	<b>1</b>	
The worksheet is formatted appropriately so that it matches Figure 2–30b	<b>1</b>	
Conditional formatting is applied to the range D4:D12	<b>1</b>	
The column widths and row heights are adjusted	<b>0.5</b>	
The worksheet’s margins, header, and orientation are changed as specified	<b>1</b>	
The entire worksheet, a section of the worksheet, and the formulas version are printed	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>10</b>	

**CPSC 30: Computer Applications**  
**Assignment #13: Excel 2010 CH-2**

**Student Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**Apply Your Knowledge**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
<i>Apply 2-1 Village of Scott Police Department Complete.xlsx</i>		
The formulas for columns E, F, and G are entered correctly	<b>2</b>	
Totals are determined correctly for row 13	<b>1</b>	
Highest, lowest, and average values are determined correctly for rows 14 to 16	<b>2</b>	
The worksheet is formatted appropriately	<b>1</b>	
Student's information is entered appropriately in the Header area	<b>1</b>	
The range A3:D16 is printed	<b>1</b>	
The worksheet is set to landscape orientation on one page	<b>1</b>	
The entire worksheet and the formulas version are printed	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>10</b>	<b>0</b>

**Grading Rubric – Excel CH-2**  
**Lab 1: Accounts Receivable Balance Worksheet**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
<i>Lab 2-1 Part 1 Aficionado Guitar Parts Accounts Receivable Balance Report.xlsx</i> <i>Lab 2-1 Part 2 Aficionado Guitar Parts Accounts Receivable Balance Report.xlsx</i>		
The worksheet title and subtitle are entered and formatted	<b>1</b>	
Column widths and row heights are adjusted	<b>1</b>	
Column and row titles are entered and formatted	<b>1</b>	
The data from Figure 2–77 is entered correctly	<b>1</b>	
Formulas are correctly entered for columns F and G	<b>1</b>	
Totals in row 11 are entered correctly	<b>1</b>	
The maximum, minimum, and average values are entered correctly in rows 12-14	<b>1</b>	
Numbers are formatted appropriately	<b>1</b>	
Conditional formatted is applied	<b>1</b>	
Student’s information is added to the worksheet header	<b>1</b>	
The whole worksheet, a range, and the formulas version are printed	<b>1</b>	
A Clustered Bar in 3-D is created and moved to a new worksheet	<b>1</b>	
The chart has appropriate data and formatting	<b>1</b>	
The chart is printed	<b>1</b>	
Data is modified in the Accounts Receivable worksheet and is printed again showing values	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>15</b>	

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**Lab 3: Stock Club Investment Analysis Worksheet**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
<i>Lab 2-3 Sock-It-Away Stock Club Summary of Investments.xlsx</i>		
The worksheet title and subtitle are entered	<b>2</b>	
The column titles and data are entered from Table 2–8 correctly	<b>3</b>	
The column widths and row heights are adjusted	<b>2</b>	
All the formulas are entered correctly	<b>3</b>	
The worksheet is formatted appropriately	<b>3</b>	
The worksheet is printed in landscape orientation on one page and the formulas version is printed	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>15</b>	