

Grading Rubric – Excel 2007

Chapter 2, Apply Your Knowledge

Description:		Pts	Your Score
Formulas / Functions	Correct Total Sales formulas: total = \$5,281,729.45 Correct Total Profit formulas: total = \$2,090,012.80 Correct %Total Profit formulas: total = 39.571% Lowest, Highest, and Average functions correct for cols B-G	6	
Formatting	Concourse theme Titles on green bg, white font, title 24-pt Accounting format for top value row and total row Comma style, no dec places for Units Sold Percent style, 3 dec places for % Total Profit Comma style, 2 dec places for remaining table value cells Currency style for summary section	5	
Document	Header info entered Properties Correct save Print LS, range, and formulas (fit) Adjust profits manually and print, no save	4	
TOTAL POSSIBLE POINTS:		15	