**Office Applications – Excel Rubric # 1**

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| **Assignment # 1 – Bicycle Shop Spreadsheet** | **Points Possible** | **Points Earned** |
| Does the spreadsheet title (Spoke Up Bicycle Shop) appear in merged cells A1 to G1? | 2 |  |
| Was the title cell style applied to the spreadsheet title located in A1? | 2 |  |
| Does the third quarter sales subtitle appear in Corbel font, size 16 and red? | 1 |  |
| Click on the Office Button. Go to Prepare🡪Properties. Did you add your name and course name? | 2 |  |
| Does the amount **$27,572.35** appear in cell B8? | 2 |  |
| Highlight B8. Look in the formula bar (just below toolbar). Is there SUM function showing? | 2 |  |
| **Total** | **11** |  |

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| **Assignment # 2 – Pack-n-Away Spreadsheet** | **Points Possible** | **Points Earned** |
| Does your spreadsheet contain two charts? | 2 |  |
| Are the charts separated? (Overlapping charts = no credit) | 2 |  |
| Does your spreadsheet show a Stacked Line chart with all data showing (minus totals) | 2 |  |
| Does your spreadsheet show a 3-D Area Chart with all data showing (minus totals) | 2 |  |
| Can you see the spreadsheet data and both tables without having to scroll? | 2 |  |
| **Total** | **10** |  |

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| **Assignment # 3 – Make it Right Spreadsheet** | **Points Possible** | **Points Earned** |
| Does the spreadsheet title (Eric’s Used Books) appear in merged cells in row 1? | 2 |  |
| Was the spelling error in the spreadsheet title fixed? | 1 |  |
| Were column headers and total row applied appropriate styles? | 2 |  |
| Can you see all of the words and numbers in each cell? (columns resized) | 1 |  |
| Does the amount **$49,013.12** appear in cell E9? | 2 |  |
| Is the Grand Total calculated and displayed in cell F9? (Formula should be ***=SUM(F4:F8)*** ) | 3 |  |
| **Total** | **11** |  |

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| **Assignment # 4 – Kona’s Espresso Coffee** | **Points Possible** | **Points Earned** |
| Does the spreadsheet title (Kona’s Espresso Coffee) appear in merged cells in row 1? | 1 |  |
| Were column headers (New York, Chicago, Denver, etc…) applied the Heading 2 cell style? | 2 |  |
| Can you see all of the words and numbers in each cell? (columns resized) | 1 |  |
| Does the amount **$462,135.04**  appear in cell G8? (No credit if not calculated with a SUM function) | 3 |  |
| Compare your chart to the chart displayed in Figure 1-102 on page EX74. (-1 for each difference) | 5 |  |
| Does your chart line up perfectly with column A on the left and Column G on the right? | 2 |  |
| **Total** | **14** |  |

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| **Assignment # 5 - Scissors Office Supply** | **Points Possible** | **Points Earned** |
| Does the spreadsheet title (Scissors Office Supply) appear in merged cells in row 1? | 1 |  |
| Does cell range A4 to F8 have a green background? | 2 |  |
| Do the numbers in row 4 and 9 have dollar signs (accounting number format applied | 3 |  |
| Do the numbers in rows 5 through 8 have the comma number format applied? (no $) | 2 |  |
| Compare your chart to the chart displayed in Figure 1-103 on page EX76. (-1 for each difference) | 5 |  |
| Does your chart line up perfectly with column A on the left and Column F on the right? | 2 |  |
| **Total** | **15** |  |