

## Grading Rubric – Excel 2007

### Chapter 1, Lab 1-2

**Class:**

**Professor:**

**Notes:**

<b>Description:</b>	<b>Pts</b>	<b>Your Score</b>
The worksheet title should be formatted with the Title cell style and centered across columns A through F.	<b>2</b>	
Cells B4:F4 and B9:F9 should be formatted with the Accounting Number Format and cells B5:F8 with the Comma Style numeric format.	<b>2</b>	
The range A4:F8 should be formatted with the Accent3- 20% cell style, and the range B9:F9 with the Total cell style.	<b>2</b>	
A 100% Stacked Column chart for the range A3:E8 should be inserted into the document.	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>8</b>	

**YOUR SCORE:** \_\_\_\_\_