

Grading Rubric – Excel 2007

Walk and Rock Music 1st Quarter Sales

Class:

Professor:

Notes:

Description:	Pts	Your Score
Worksheet title should be formatted with Title cell type; title should be centered across merged cells A through G.	2	
Subtitle should be centered across merged cells A through F, formatted with Cambria 14 pt font, bolded, and dark blue color.	2	
Heading 3 cell style should be applied across columns A:3 through G:3.	2	
Comma Style format applied to range B5:G8.	2	
Total cell style applied across columns A:9 through G:9.	2	
Chart should be displayed below worksheet.	2	
Accounting Number Format applied to range B4:G4.	2	
TOTAL POSSIBLE POINTS:	14	

YOUR SCORE: _____