**Grading Rubric – Excel 2010**

**Save Sable River Foundation**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Save Sable River Foundation.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| The worksheet title and subtitle are entered | **2** |  |
| The column titles are entered | **2** |  |
| The row titles are entered | **2** |  |
| The data in Table 1–1 is entered appropriately | **4** |  |
| The Total row and column are created with appropriate data | **2** |  |
| The workbook is saved as “Save Sable River Foundation” | **1** |  |
| The worksheet is formatted based on Figure 1–26 (b) | **4** |  |
| A Clustered Cylinder chart is created with appropriate data | **4** |  |
| The chart is resized, formatted, and positioned appropriately | **2** |  |
| The worksheet name and a theme color are applied to the sheet tab | **2** |  |
| The document properties are changed | **2** |  |
| The worksheet is printed in landscape orientation | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **28** | **0** |

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