

## CONTENT-BASED ASSESSMENTS (CRITICAL THINKING)

Apply a combination of the **1A** and **1B** skills.

### GO! Fix It Project 1H Team Sales

#### PROJECT FILES

For Project 1H, you will need the following file:

**e01H\_Team\_Sales**

You will save your workbook as:

**Lastname\_Firstname\_1H\_Team\_Sales**

In this project, you will edit a worksheet that summarizes sales by each sales team member at Pro Fit Marietta for the month of June. From the student files that accompany this textbook, open the file **e01H\_Team\_Sales**, and then save the file in your **Excel**

**Chapter 1** folder as **Lastname\_Firstname\_1H\_Team\_Sales**

To complete the project, you must find and correct errors in formulas and formatting. View each formula in the Formula Bar and edit as necessary. In addition to errors that you find, you should know:

- There are two spelling errors.
- Worksheet titles should be merged and centered and appropriate cell styles should be applied.
- Number and accounting format with zero decimals should be applied to the data, and text should be wrapped where necessary. Percent style formatting with 2 decimal places should be applied where necessary.
- Column headings should be formatted with the Heading 4 style.
- In the chart, the team member names should display on the Horizontal (Category) axis, and the week names should display in the legend.
- The chart should include the title **June Team Member Sales**
- The worksheet should be centered horizontally on one page in landscape orientation.
- A footer should be inserted that includes the file name, and document properties should include the Tags **team sales**

Save your workbook, and then print or submit electronically as directed. If required by your instructor, print or create an electronic version of your worksheets with formulas displayed by using the instructions in Project 1A, and then close Excel without saving so that you do not save the changes you made to print formulas.

**END | You have completed Project 1H**

## CONTENT-BASED ASSESSMENTS (CRITICAL THINKING)

Apply a combination of the **1A** and **1B** skills.



Build from  
Scratch

### GO! Make It Project 1I Agility Sales

#### PROJECT FILES

For Project 1I, you will need the following file:

**New blank Excel workbook**

You will save your workbook as:

**Lastname\_Firstname\_1I\_Agility\_Sales**

Create the worksheet shown in Figure 1.61. Use the Retrospect theme, Style 1 from Recommended Charts, and change the orientation to landscape. Do not apply a layout. Construct formulas in the Total Sold, Total Sales, and Percent of Total Sales columns, and in the Total row. Apply cell styles and number formatting as shown. Insert sparklines for the monthly data using Sparkline Style Accent 1, Darker 25%. Add your name, your course name and section, and the Tags **speed**, **agility**, **sales** to the document properties. Save the file in your **Excel Chapter 1** folder as **Lastname\_Firstname\_1I\_Agility\_Sales** and submit as directed by the instructor.

#### PROJECT RESULTS

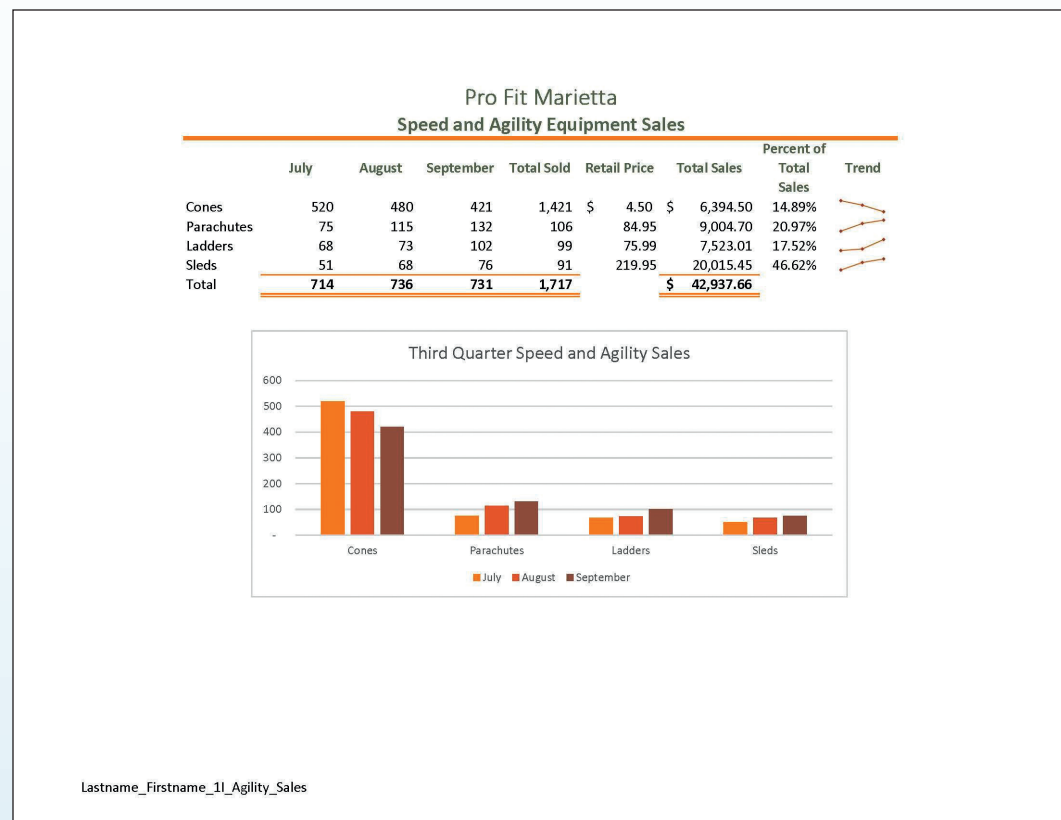


FIGURE 1.61

END | You have completed Project 1I

CONTENT-BASED ASSESSMENTS (CRITICAL THINKING)

Apply a combination of the 1A and 1B skills.

GO! Solve It Project 1J Kettlebell Sales

PROJECT FILES

For Project 1J, you will need the following file:

e01J\_Kettlebell\_Sales

You will save your workbook as:

Lastname\_Firstname\_1J\_Kettlebell\_Sales

Open the file **e01J\_Kettlebell\_Sales** and save it in your **Excel Chapter 1** folder as **Lastname\_Firstname\_1J\_Kettlebell\_Sales**. Complete the worksheet by using Auto Fill to enter quarter headings, and then calculating *Total Sold*, *Total Sales*, *Total For All Products*, and *Percent of Total Sales*. Format the worksheet attractively, and apply financial formatting where necessary. Use Recommended Charts to insert a chart that compares the total number of kettlebells sold for each size across quarters. Add appropriate elements to the chart and place it attractively on the worksheet. Include the file name in the footer, add document properties, and submit as directed by the instructor.

		Performance Level		
		Exemplary: You consistently applied the relevant skills	Proficient: You sometimes, but not always, applied the relevant skills	Developing: You rarely or never applied the relevant skills
Performance Criteria	Create formulas	All formulas are correct and are efficiently constructed.	Formulas are correct, but they are not always constructed in the most efficient manner.	One or more formulas are missing or incorrect, or only numbers were entered.
	Create a chart	Chart created properly.	Chart was created, but incorrect data was selected.	No chart was created.
	Format attractively and appropriately	Formatting is attractive and appropriate.	Adequately formatted, but difficult to read or unattractive.	Inadequate or no formatting.

END | You have completed Project 1J

## OUTCOMES-BASED ASSESSMENTS (CRITICAL THINKING)

### RUBRIC

The following outcomes-based assessments are open-ended assessments. That is, there is no specific correct result; your result will depend on your approach to the information provided. Make Professional Quality your goal. Use the following scoring rubric to guide you in how to approach the problem and then to evaluate how well your approach solves the problem.

The *criteria*—Software Mastery, Content, Format and Layout, and Process—represent the knowledge and skills you have gained that you can apply to solving the problem. The *levels of performance*—Professional Quality, Approaching Professional Quality, or Needs Quality Improvements—help you and your instructor evaluate your result.

	Your completed project is of Professional Quality if you:	Your completed project is Approaching Professional Quality if you:	Your completed project Needs Quality Improvements if you:
<b>1-Software Mastery</b>	Choose and apply the most appropriate skills, tools, and features and identify efficient methods to solve the problem.	Choose and apply some appropriate skills, tools, and features, but not in the most efficient manner.	Choose inappropriate skills, tools, or features, or are inefficient in solving the problem.
<b>2-Content</b>	Construct a solution that is clear and well organized, contains content that is accurate, appropriate to the audience and purpose, and is complete. Provide a solution that contains no errors in spelling, grammar, or style.	Construct a solution in which some components are unclear, poorly organized, inconsistent, or incomplete. Misjudge the needs of the audience. Have some errors in spelling, grammar, or style, but the errors do not detract from comprehension.	Construct a solution that is unclear, incomplete, or poorly organized; contains some inaccurate or inappropriate content; and contains many errors in spelling, grammar, or style. Do not solve the problem.
<b>3-Format and Layout</b>	Format and arrange all elements to communicate information and ideas, clarify function, illustrate relationships, and indicate relative importance.	Apply appropriate format and layout features to some elements, but not others. Overuse features, causing minor distraction.	Apply format and layout that does not communicate information or ideas clearly. Do not use format and layout features to clarify function, illustrate relationships, or indicate relative importance. Use available features excessively, causing distraction.
<b>4-Process</b>	Use an organized approach that integrates planning, development, self-assessment, revision, and reflection.	Demonstrate an organized approach in some areas, but not others; or, use an insufficient process of organization throughout.	Do not use an organized approach to solve the problem.

## OUTCOMES-BASED ASSESSMENTS (CRITICAL THINKING)

Apply a combination of the 1A and 1B skills.



Build from  
Scratch

## GO! Think Project 1M Expenses

## PROJECT FILES

For Project 1M, you will need the following file:

**New blank Excel workbook**

You will save your workbook as:

**Lastname\_Firstname\_1M\_Expenses**

Michelle Barry, President of Pro Fit Marietta, has requested an analysis of the company's office administrative expenditures based on the following data:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Legal Fees	17286	22591	21642	18405
Facilities Rental	48557	47963	42883	55998
Utilities	32609	28462	25915	31755
Office Supplies	22475	25624	33371	37429

Using this information, create a workbook that includes totals by quarter and by expense category, sparklines to demonstrate the quarterly trends, and a column chart that compares the quarterly data by expense category. Include appropriate worksheet, row, and column titles. Using the formatting skills that you practiced in this chapter, format the worksheet in a manner that is professional and easy to read and understand. Insert a footer with the file name and add appropriate document properties. Save the file in your **Excel Chapter 1** folder as **Lastname\_Firstname\_1M\_Expenses** and print or submit as directed by your instructor.

END | You have completed Project 1M

## OUTCOMES-BASED ASSESSMENTS (CRITICAL THINKING)

Apply a combination of the **1A** and **1B** skills.



Build from  
Scratch

### You and GO! Project 1N Personal Expenses

#### PROJECT FILES

For Project 1N, you will need the following file:

**New blank Excel workbook**

You will save your workbook as:

**Lastname\_Firstname\_1N\_Personal\_Expenses**

Develop a worksheet that details your personal expenses from the last three months. Some of these expenses might include, but are not limited to, Mortgage, Rent, Utilities, Phone, Food, Entertainment, Tuition, Childcare, Clothing, and Insurance. Include a total for each month and for each category of expense. Insert a column with a formula that calculates the percent that each expense category is of the total expenditures. Format the worksheet by adjusting column widths and wrapping text, and by applying appropriate financial number formatting and cell styles. Insert a column chart that compares your expenses by month. Insert a footer with the file name and center the worksheet horizontally on the page. Save your file in your **Excel Chapter 1** folder as **Lastname\_Firstname\_1N\_Personal\_Expenses** and submit as directed.

**END | You have completed Project 1N**