**Grading Rubric – Excel 2013**

**Tutorial 1, Review Assignment**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Book List.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Blank workbook created, saved as “Book List” | **2** |  |
| Sheet1 renamed as “Documentation”, data in Fig 1-42 entered | **3** |  |
| A1: Title font size 26 | **2** |  |
| New worksheet added after Documentation sheet, named “Books” | **2** |  |
| A1: “Book Acquisitions” font size 26 | **2** |  |
| A2: “DATE” as label. B2: date “4/3/2016” | **2** |  |
| A4:G9: Data shown in Fig 1-43 entered | **3** |  |
| Cells inserted into A4:A9 | **3** |  |
| A4: “BOOK ID”; A5: “02103-New”; A6: “09076-Used” | **2** |  |
| Flash Fill used to fill in remaining book IDs | **3** |  |
| Columns A-D width, 15 chars; column E, 30; column F, 20; column G, 15 | **2** |  |
| Book titles in E4:E9 wrap to a new line | **2** |  |
| Heights of rows 4-9 Autofit | **2** |  |
| Book list in A4:H9 moved to A8:H13 | **2** |  |
| G15: “TOTAL”. H15: Function to add prices in H9:H13 | **3** |  |
| A4: “TOTAL BOOKS”. B4: Function to count number of numeric values in H9:H13 | **3** |  |
| A5: “TOTAL PRICE”. B5: Value from H15 displayed | **3** |  |
| A6: “AVERAGE PRICE”. B6: Formula to calculate total price paid for the books (B5) divided by number of books purchased (B4) | **3** |  |
| Borders added around each cell in A4:B6;A8:H13;G15:H15 | **2** |  |
| Page orientation landscape; scaled to print on single page for width/height | **2** |  |
| Formulas displayed; gridlines and row/column headings set to print | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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