**Grading Rubric – Excel 2013**

**Tutorial 2, Review Assignment**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Menu Sales.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Menu” file opened, saved as “Menu Sales” | **2** |  |
| Documentation sheet: Name in B4, date in B5 | **1** |  |
| 1. Background image “Background2.png” 2. A1: Text, red 26 point bold Calibri Light 3. A2: Text, red 10 point italic Calibri Light. “Big Flavor” 14 points 4. A4:A6: Accent2 style 5. B4:B6: Font color red, fill color white 6. Long Date format, left-align cell contents | **3** |  |
| Menu Sales sheet: A1:A2, format copied from A1:A2, Documentation sheet | **1** |  |
| B4, B12, A20: Title style | **1** |  |
| 1. Totals: C6, Wraps; C7, Soups; C8, Sides; C9, Salads 2. C10: Sum of C6:C9. Formula copied to D10 3. E6:E10: Difference, 2015-2014. F6:F10: % Change 2014 to 2015 4. B5:F5: Accent2 headings style. C5:F5: Centered 5. C6:E10: Comma style. No decimals 6. F6:F10: % Style, 2 decimal places 7. B10:F10: Top border | **3** |  |
| 1. C18/D18: ‘14/’15 sales. E14:F18: Sales change, % change 2. B13:F18: Format from B5:F10 3. C14:E14, C18:E18: Accounting format, no decimal places | **2** |  |
| 1. O22:O45: Units sold. C46:O46: Total items sold/month, overall 2. A21:O21: Accent2 headings style. C21:O21: Centered 3. C22:O46: Comma style, no decimal places 4. O22:O45, C46:N46: Fill color White, Background 1, Darker 15% 5. A22:A45: Categories merged. Text rotated. Font 18, middle-align 6. A22:A45: White font. A22: Gray-25%, Background 2, Darker 50% fill. A32: Blue, Accent 1, Darker 25% fill. A37: Gold, Accent 4, Darker 25% fill. A42: Green, Accent 6, Darker 25% fill 7. A22:O31, A32:O36, A37:O41, A42:O45: Thick box border | **3** |  |
| O22:O45: Subtotals, top 5 selling items yellow, dark yellow text | **3** |  |
| O48: “Top 5 Sellers”. Thick box border, dark yellow text, yellow fill | **3** |  |
| 1. A1:F19;A20:O48: Print area 2. June/July figures separate. Fits on 3 pages 3. Printout scaled to 70 % of normal size 4. Print titles repeat, 1st 3 rows (top), 1st 2 columns (left) 5. Left margin 1 inch 6. Headers/footers, different header for the 1st page 7. 1st page header: “Prepared by name” (right). Other pages: “Filename: file” (left), “date” (right) 8. Footer: “Page page of pages” (center) | **2** |  |
| Portrait orientation. Company name/Slogan on all pages, category/item name on both pages with the table | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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