**Grading Rubric – Excel 2013**

**Tutorial A, Tutorial Case**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Sharp Blades.xlsx, Sharp Blades 2003.xls*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Sharp Blades” workbook (in latest file format), Documentation sheet: Name/date entered | **2** |  |
| “Players” sheet, table “Player” created for the data in A1:G45 | **4** |  |
| Zip column: The 5-digit zip code extracted | **3** |  |
| The names combined in one column with standard capitalization | **3** |  |
| The city and state data split into separate columns | **3** |  |
| The state abbreviations capitalized using the UPPER function | **2** |  |
| Phone # column: Preceding “1-“ removed. Phone Number format | **2** |  |
| A custom format created for the equipment rentals | **2** |  |
| A custom date format applied to the Joined dates | **2** |  |
| Workbook converted to Excel 2003 file format: “Sharp Blades 2003” | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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