**Grading Rubric – Excel 2013**

**Tutorial 1, Case Problem 1**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Pacific Coast.xlsx, Pacific Coast Revised.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Pacific” workbook saved as “Pacific Coast” | **2** |  |
| “Documentation” worksheet: Name entered in B3, date in B4 | **2** |  |
| “Itinerary” Sheet added to the end of the workbook | **2** |  |
| A1: “Pacific Coast Tour”, font size 28 | **2** |  |
| Range A3:A8, labels “Start Date”, “End Date”, “Total Days”, “Riding Days”, “Total Miles”, “Miles per Day” | **2** |  |
| Date “October 10, 2016” in B3; date “October 16, 2016” in B4 | **2** |  |
| Range D3:D8, labels “Type”, “Surface”, “Difficulty”, “Tour Leader”, “Cost”, “Deposit” | **2** |  |
| Range E3:E8, “Van Supported”, “Paved”, “Intermediate”, “Kevin Bennett”, “$1,250”, “$350” | **2** |  |
| Data in Fig 1-44 entered | **2** |  |
| B5: Formula to calculate the total number of days in the tour | **3** |  |
| B6: Function to count the total number of riding days | **3** |  |
| B7: Function to add the total number of miles in E12:E18 | **3** |  |
| B8: Formula to calculate the average miles per day | **3** |  |
| Cells inserted in A11:A18. A11: “DAY”. A12:A18: numbers 1-7 | **2** |  |
| Column widths: A, 12 characters; B-E, 14; F, 6; G, 50 | **2** |  |
| Text wrapped in A11:G18 | **2** |  |
| Height of rows 11-18: Autofit | **2** |  |
| Borders around A3:B8, D3:E8, A11:G18 | **2** |  |
| “Itinerary” worksheet prints on a single page in landscape orientation | **2** |  |
| If instructed to print: Worksheet with formulas displayed, gridlines and column/row headings | **2** |  |
| “Itinerary” returned to Normal view, hide formulas, set gridlines and column/row headings to not print, saved | **2** |  |
| “Itinerary” saved as “Pacific Coast Revised” | **1** |  |
| Total mileage, miles/day determined when adding 10-mile warm-up ride on October 10th, decreasing length of October 15th ride to 41 mi. | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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