**Grading Rubric – Excel 2013**

**Tutorial 1, Case Problem 2**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Tropical Foods Balance Sheet.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Tropical” workbook saved as “Tropical Foods Balance Sheet” | **2** |  |
| “Documentation” worksheet: Name/Date typed in B3/B4. A1: font 28 | **2** |  |
| Balance Sheet: Title font size, in cell A1, 28; subtitle in cell A2, 20 | **3** |  |
| Numbers in Fig 1-45 entered in columns C/D | **3** |  |
| Column widths: A, 12 characters; B, 28; C/D, 14; E, 2; F,10 | **3** |  |
| C8/D8: Formulas to calculate current assets value for 2014, 5 | **3** |  |
| C14/D14: Formulas to calculate net fixed assets value for 2014, 5 | **3** |  |
| C16/D16: Formulas to calculate total assets value for 2014, 5 | **3** |  |
| C23/D23: Formulas to calculate sum of accounts payable, accrued expenses, current portion of debt, income taxes payable values for 2014, 5 | **3** |  |
| C29/D29: Formulas to calculate shareholders’ equity value for 2014, 5 | **3** |  |
| C31/D31: Formulas to calculate the current assets value for 2014, 5 | **3** |  |
| C16 equals C31. D16 equals D31 | **3** |  |
| F4: Formula to calculate percentage change in cash from 2014 to 2015 | **3** |  |
| F4: Formula copied/pasted in nonadjacent ranges F5:F8;F10;F12:F14;F16; F19:F23;F25;F27:F29;F31 | **3** |  |
| Borders around cells in columns B, C, D, F exclude cells in rows 9, 11, 15, 17, 18, 24, 26, 30 | **3** |  |
| Page layout set to portrait orientation, scaled to print on single page | **2** |  |
| Sheet printed: Formulas displayed, gridlines, row/column headings | **3** |  |
| Sheet in Normal view: Formulas hidden, gridlines and column/row headings set to not print | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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