**Grading Rubric – Excel 2013**

**Tutorial 2, Case Problem 2**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Waist Trainers Nutrition Table.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Waist” file opened, saved as “Waist Trainers Nutrition Table” | **2** |  |
| Documentation sheet: Name in B3, date in B4 | **1** |  |
| 1. A1: Title style, font 24, color medium orange 2. A3:A5: Accent2 style 3. B3:B5: Text wraps, left-/top-aligns 4. B4: Long date format 5. A3:B5: Borders | **2** |  |
| Meal Planner sheet, A1: Format copied from A1, Documentation sheet | **1** |  |
| F4: “Calories from Fat”. G4: “Fat Percentage” | **1** |  |
| F5:F54: Calories from fat for each item. G5:G54: Fat % of each item | **2** |  |
| A3: Heading 4 | **1** |  |
| A4:G4: Accent2 cell style | **1** |  |
| D5:F54: Comma style, 1 decimal place | **1** |  |
| G5:G54: Percent style, 2 decimal places | **1** |  |
| A5:A8: Merged, text rotated up, center-aligns horizontally/vertically. Fill color medium gold, font 14, white | **2** |  |
| A5:G8: Thick box border around beef food items | **2** |  |
| Repeat A5:G8 steps for the other 6 categories | **3** |  |
| Fat percentages: 30%+ highlighted in dark red text, light red fill | **2** |  |
| G2: “High Fat Food”. Centered. Dark red text, light red fill. Thick black border | **1** |  |
| Landscape orientation. Width of sheet fits on a single page. Sheet  prints on 3 pages. 1st 4 rows of sheet on all printed pages. Footer: “Prepared by name” (left), “Page #” (center), “sheet name” (right) | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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