**Grading Rubric – Excel 2013**

**Tutorial 2, Case Problem 3**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Wind Speed Grid.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Wind” file opened, saved as “Wind Speed Grid” | **2** |  |
| Documentation sheet: Name in B3, date in B4 | **1** |  |
| Wind Speed Grid sheet: A1:V1 merged, Heading 1 style, font size 20 | **3** |  |
| B3:V3: White text, black background. This format copied to A4:A64 | **2** |  |
| B4:V64: Cells with value 18 fill with color 99, 37, 35 | **3** |  |
| Repeat previous step for wind speed values in B4:V64 using the wind speeds and color values in Fig 2-47 | **4** |  |
| B4:V64: Font size 1 | **1** |  |
| B4:V64: Light gray border | **1** |  |
| Formats from B4:V64 applied to X3:X12. Font 11 | **2** |  |
| Y3:Y12 merged, centered horizontally/vertically, text rotated down. Text bold, font 18 | **3** |  |
| a. Landscape orientation  b. Print area: A1:Y64  c. Sheet width/height fit on a single page  d. Header: Name (left), worksheet name (right) | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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