**Grading Rubric – Excel 2013**

**Tutorial A, Review Assignment**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Sharp Youth.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Sharp Youth” workbook, Documentation sheet: Name/date entered | **2** |  |
| Youth Players sheet, table “Youth” created for the data in A1:F40 | **4** |  |
| Column inserted: Columns A/B contain the last name / 1st name | **3** |  |
| Player column: Split into 2 columns “Last Name”/”First Name” | **2** |  |
| H1: “Status” header. H2: Shows “Discard” if address begins with PO | **3** |  |
| I1: “Addr” header. I2: Extra spaces trimmed from the address | **3** |  |
| J1: “Twn” header. J2: Town data converted to proper case | **2** |  |
| K1: “St” header. Column K: State data converted to uppercase | **2** |  |
| L1: “Town State” header. Column L: Town/state data combined | **2** |  |
| Phone column: Phone Number format | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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