**Grading Rubric**

**NP on Excel 2013 — Tutorial 4**

**ProSkills Exercise:Develop a Budget Worksheet**

**Class:**

**Professor:**

**Notes:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Monthly income and expense data for workbook gathered | **2** |  |
| Workbook documentation worksheet (name, date, description) created | **1** |  |
| Workbook budget worksheet structured with section for consistent cell values, formula references | **2** |  |
| Monthly earnings in budget worksheet entered with formulas applied (total monthly, average monthly, total annual earnings) | **3** |  |
| Monthly expenses in budget worksheet categorized, subtotaled, and totaled | **3** |  |
| Net cash flow in budget worksheet calculated; savings tracked and projected | **3** |  |
| Budget worksheet formatted for text and number, colors and borders, cell styles and themes | **3** |  |
| Conditional formatting applied to highlight negative net cash flow | **1** |  |
| Comparative monthly expense pie chart in budget worksheet inserted | **1** |  |
| Monthly expense column chart in budget worksheet inserted | **1** |  |
| Saving balance line chart or sparkline in budget worksheet inserted | **1** |  |
| Content title rows at top of budget worksheet inserted | **1** |  |
| What-if analyses: four income/expense scenarios examined | **4** |  |
| Separate worksheet created for major purchase with loan financing costs | **2** |  |
| Major purchase loan financing costs in budget worksheet: impact assessed, financing reconsidered (as needed) | **3** |  |
| Budget action plans (goals, benchmarks) developed | **2** |  |
| Budget worksheet updated and monitored | **2** |  |
| Documentation and budget worksheets formatted for printer | **2** |  |
| Workbook saved and closed | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **38** | **0** |

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