Consider This: Your Turn 2-2

Analyze Profit Potential

Sample Grading Rubric

Part 1:

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| **Consider This: Plan Ahead Guidelines** | **Grading Notes** | **Suggested**  **Percent** | **Score** |
| 1. **Determine the workbook structure.** | * Worksheet should be arranged logically according to provided data. * Column headings should appear above rows of data. * Each row should have information for a different club. |  |  |
| 1. **Determine the formulas and functions you will need for your workbook.** | * Formula calculating total amount of money at the start of the year. * Formula calculating 5% of the money club needs to save to start the next year. * Formulas calculating the average, lowest, and highest club budget values. | **10** |  |
| 1. **Sketch a layout of your data and functions.** | * Each club should have its own row in the worksheet. * Calculations for each club should be located on the right side of the row for that club. * Average, Maximum, and Minimum calculations should appear at the bottom of the worksheet. | **10** |  |
| 1. **Format various elements of the text.** |  |  |  |
| 1. **Enter the titles, subtitles, and headings.** | * Titles, subtitles, and headings should be entered according to Table 2-9. * Appropriate labels for calculated cells should be entered, where necessary. | **5** |  |
| 1. **Enter the data, desired functions, and formulas.** | * Formulas should accurately calculate the correct information. | **50** |  |
| 1. **Format the worksheet.** |  |  |  |
| 1. **Determine the theme for the worksheet.** | * Apply an appropriate theme to the worksheet. | **5** |  |
| 1. **Format the titles, subtitles, and headings using styles.** | * Choose appropriate title, subtitle, and heading styles for the worksheet. | **5** |  |
| 1. **Format the totals, minimums, maximums, and averages.** | * Apply appropriate styles for calculated values in the worksheet. | **5** |  |
| 1. **Format the numbers and text.** | * Choose an appropriate format for all cells in the worksheet.   + Numeric values should be formatted with a Currency or Accounting number format and rounded to no more than two decimal places. | **5** |  |
| 1. **Resize columns and rows.** | * Rows and columns should only be large enough to accommodate the contents of the cells. * The contents of all cells should be visible. * There should not be excessive empty space in each cell. * Wrap text in cells where appropriate. | **5** |  |

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions in creating their worksheet:

* Determine proper formulas to use for calculated values
* Determining the layout of the worksheet
* Finding appropriate styles and themes
* Determine appropriate number formats