**Grading Rubric – Excel 2013**

**Tutorial A, Case Problem 1**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Early Bird.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Early Bird” workbook, Documentation sheet: Name/date entered | **1** |  |
| “Members” sheet, table “Golf” created for the data | **2** |  |
| Phone Number format in the Telephone column | **2** |  |
| Name column split into 2 columns: “First Name”, “Last Name” | **2** |  |
| Member Since column displays only the year | **2** |  |
| City, State Zip column split into 3 columns: “City”, “State”, “Zip” | **2** |  |
| Column I: Locker numbers contain only the 3 numbers after the letter | **2** |  |
| Column J: Contains only the last number in the locker number | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **15** | **0** |

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