**Grading Rubric – Excel 2013**

**Tutorial 2, Case Problem 4**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Office Cart Packing Slip.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Office” file opened, saved as “Office Cart Packing Slip” | **2** |  |
| Documentation sheet: Name in B3, date in B4 | **1** |  |
| 1. A1, B1: Merged, left-align. Font 28, white Calibri Light, dark green background. 2. A3:A5: Font 14, white Calibri Light, dark green background. 3. B4: Long Date style, left-aligned. 4. B5: “Office Cart” italicized. 5. A3:B5: Border around each cell | **3** |  |
| “Packing Slip” sheet inserted | **1** |  |
| Fonts 10, dark green Calibri | **1** |  |
| A1:D40: Thick box border | **2** |  |
| A1:D3: White Calibri Light font, dark green background | **1** |  |
| Columns A, B, C, D: Width 15, 20, 30, 20 | **2** |  |
| A1:B3: Merged. C1:D3: Merged, right-/top-aligned. Row 1: Height 36; rows 2, 3: Height 15 | **3** |  |
| A1: 3 lines of text. 1st line font 26, bold | **2** |  |
| C1: “Packing Slip”, font 26, bold, Headings font of current theme | **2** |  |
| A5:A7: 3 lines of text, bold font, right-align, indent 1 | **2** |  |
| B5: Long Date format, left-align. B5:B7: Border around cells | **2** |  |
| C5:C7: 3 lines of text, C5:D7: Formats copied from A5:B7 | **2** |  |
| B9: “Ship To”. D9: “Bill To”. Both cells bold | **1** |  |
| A10: “Address”, bold, right-aligns, indent 1 | **2** |  |
| B10:B15: Merged, top-aligns, border, text wraps | **2** |  |
| C10: “Address”. C10:D15: Format copied from A10:B15 | **1** |  |
| A17: “Item”. B17: “Product No.”. C17: “Description”. D17: “Order Quantity” | **1** |  |
| A17:D17: Bold white Calibri, dark green background | **1** |  |
| A18:D18: Bottom border, light green background. A19:D19: Bottom border, white background. A20:D27:Format copied from A18:D19 | **3** |  |
| A28:D28: Top/Double Bottom Border. Merged. A28: “Total”, bold, right-aligns | **3** |  |
| D28: Sum of the values in the range D18:D27. Bold | **3** |  |
| A30: “Comments”, bold | **1** |  |
| A31:D39: Merge, left- and top-align, thick box border | **1** |  |
| D40: “Thank you for your business!”, italic, Calibri 16, right-aligns | **1** |  |
| Portrait orientation, footer displays name (left), filename (center), current date (right). Printout fits onto a single page | **2** |  |
| Packing slip data shown in Fig 2-48 entered | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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