**Grading Rubric – Excel 2013**

**Tutorial 1, Tutorial Case**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *SP Customer Order.xlsx, SP Customer Order Form.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| New workbook. Sheet1: “Customer Order”. Sheet2: “Documentation” | **2** |  |
| Documentation worksheet moved to the front of workbook | **1** |  |
| Workbook saved as “SP Customer Order”. Text in “Documentation” | **1** |  |
| “Customer Order” sheet tab. A1: “Customer Order” title | **1** |  |
| Contact information entered. Postal code is text | **2** |  |
| A12:E12: Labels entered | **1** |  |
| A13:E17: Data in Fig 1-17 entered | **2** |  |
| F12:G12: “PRICE” and “QTY” labels. F13: “$5.95”. G13: “2” | **1** |  |
| F14:G17: Data in Fig 1-18 entered | **2** |  |
| Column D width, Autofit. Book titles in D13:D17 wrap to new line | **3** |  |
| Row 12: Height 30 | **1** |  |
| H12: “CHARGE”. H13: Formula to calculate charge for 1st order | **3** |  |
| H14:H17: Formula from H13 copied/pasted | **1** |  |
| G18: “Subtotal” label. H18: Formula to calculate sum of H13:H17 | **2** |  |
| G11: “Sales Tax”. H11: “5%”. G19: “Tax”. H19: Sales tax formula | **3** |  |
| G20: “Handling”. H20: Handling fee | **2** |  |
| G21: “TOTAL”. H21: Function for total order cost | **3** |  |
| G18:H21: Dragged/dropped in G19:H22 | **2** |  |
| A3: H22: Cut/pasted into A9:H28. A3: B7: Order summary added | **2** |  |
| Row inserted below “Floral…”. “The Holy…” row deleted | **1** |  |
| A17:A28: Range inserted. Columns resized: C, D: 12 characters, E: 30, F: 15. Row 19-23 headings: AutoFit Row Height | **3** |  |
| A19: “25385-Used”. Flash Fill used to fill in remaining book IDs | **2** |  |
| Borders around cells: A3:B7;A9:B16;H17:I17; A18:I23;H25:I28 | **2** |  |
| Title font size 28 | **1** |  |
| Page orientation landscape. Scaled to print on single page | **2** |  |
| Formulas displayed; gridlines and row/column headings set to print | **2** |  |
| Sheet returned to Normal view. Saved as “SP Customer Order Form” | **1** |  |
| Contents cleared | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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