**Grading Rubric – Excel 2013**

**Tutorial 2, Case Problem 1**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Salon Income Statement.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Salon” file opened, saved as “Salon Income Statement” | **2** |  |
| Documentation sheet: Name in B3, date in B4 | **1** |  |
| A1: Title cell style. A3:A5: Accent6 cell style. B4: long date format, left-aligned. B5: “Special Highlights Hair Salon” in italic | **3** |  |
| Income Statement sheet: A1, Title cell style | **2** |  |
| 1. C7: Gross Profit 2. C21: Total Operating Expenses 3. C22: Total Operating Profit/Loss 4. C23: Projected Income Taxes 5. C24: Net Profit/Loss | **3** |  |
| 1. A3, A26: Heading 2 style 2. A4, A9, A27:A38: Bold 3. B5, C7, B10, C21, C24: Accounting format, no decimal places 4. B6, B11:B19, C22, C23: Comma style, no decimal places 5. A5:A6, A10:A19: Indent 2 spaces. A7, A21:A24: Indent 4 spaces 6. B6, C7, C21-C23: Bottom border. C24: Double bottom border | **3** |  |
| A26:E26: Merged, left-aligned | **1** |  |
| B27:E27: Merged, left-aligns, text wraps. Row 27 displays entire text | **2** |  |
| A27:B38: Top-/left-aligns | **1** |  |
| A28:B38: Format copied from A27:B27. B-E: Merged, left-aligned, rows display entire contents | **2** |  |
| B27-B28: “National Salon News” in italic | **1** |  |
| 1. Row 26+ prints on second page 2. Rows 1, 2: Print on both pages as title 3. Margins 1” on every side 4. 1st page header: “Prepared by name” (left), “current date” (right) 5. Footer: “filename” (left), “Page #” (center), “Sheet name” (right) | **3** |  |
| Portrait orientation | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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