**Grading Rubric – Excel 2013**

**Tutorial 1, Case Problem 4**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Turf Toughs Service Calls.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Turf” workbook saved as “Turf Toughs Service Calls” | **2** |  |
| “Documentation” sheet: Name in B3; date in B4 | **2** |  |
| “Service Log” sheet: Cells inserted in A4:A34. “Cust ID” typed in A4; “Morris-4380” entered as customer ID for “Michael Morris”. Flash Fill used to fill in remaining customer IDs | **3** |  |
| Borders added around cells in A4:A32 | **2** |  |
| Each zip code begins with zero | **2** |  |
| All column labels in the service calls list are displayed entirely | **2** |  |
| L5: Formula multiplies difference between starting/ending time by 24 | **2** |  |
| L6:L32: Formula created for L5 copied | **2** |  |
| Service charge calculated for a service call: Base fee added to hourly rate times hours worked | **3** |  |
| N34: Verified, corrected if errors found | **3** |  |
| Above row 4, six rows inserted | **2** |  |
| A4:A8: Labels “From”, “To”, “Total Service Calls”, “Billable Hours”, “Total Charges” | **2** |  |
| B4: Formula entered to calculate starting date of service calls | **3** |  |
| B5: Formula entered to calculate ending date of service calls | **3** |  |
| B6: Formula entered to count total number of service calls | **3** |  |
| B7: Formula entered to calculate sum of hours | **3** |  |
| B8: Formula entered to reference the value of N40 | **3** |  |
| Borders added around each cell in A4:B8 | **2** |  |
| Page layout set to print on single page, landscape orientation | **2** |  |
| Formulas displayed, sheet scaled to fit on single page; gridlines and row/column headings set to print | **2** |  |
| Sheet returned to Normal view; formulas hidden, gridlines and  column/row headings set to not print | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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