**Grading Rubric – Excel 2013**

**Tutorial 2, Tutorial Case**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Sales Report.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Sales” file opened, saved as “Sales Report” | **2** |  |
| Documentation sheet: Name in B4, date in B5 | **1** |  |
| 1. A1: Text, red 26 point bold Calibri Light 2. A2: Text, red 10 point italic Calibri Light. “Big Flavor” 14 points 3. A4:A6:White text, red background 4. B4:B6: Red font, white background, width 30 5. A4:B6: Borders 6. Long Date format, left-align cell contents | **3** |  |
| Sales Report Worksheet. B5:F12:   1. C5:F5: Column titles centered 2. B7:B8: Indent 2 3. Borders: B5:F5/B6:F6, Bottom; B9:F9, Top; B11:F12, Top/Bottom | **2** |  |
| 1. C27:O47: Comma Style. No decimals 2. C26:O26: Centered 3. B27:B46: Font 9, indented, top-align 4. B47:O47: Top/Bottom Borders, All Borders 5. O26:O46: All Borders 6. A27:A33;A34:A36;A37:A40;A42:A43;A44:A46: Merged, centered, bottom-aligned. A41: Centered 7. A27:A33;A34:A44 : Rotate Text Up, Middle Align 8. A41: Row height 75 9. A Column width 7 | **2** |  |
| 1. A26:O26: Font White, red background 2. A27:A46: Gray background, font white, size 16 3. A27:O33;A34:O36;A37:O40;A41:O41;A42:O43;A44:O46: Double line border | **2** |  |
| 1. P26: “AVERAGE” 2. P27: Correct average monthly sales for 1st store, Top Align 3. Formula in P27, copied/pasted to P28:P47 | **2** |  |
| 1. B4: Title style 2. B5:F5: Accent3 style 3. A25: Title style | **2** |  |
| 1. A1:A2, format copied from A1:A2, Documentation sheet 2. A2: “Big Flavor” font 14 3. B14:F22: Format from B4:F12 applied 4. C23:E23: Comma Style, no decimal places 5. F23: Percent Style, 2 decimal places | **2** |  |
| 1. All instances of “Ave.” replaced by “Avenue” 2. All instances of white text replaced by light yellow text | **1** |  |
| Office theme | **1** |  |
| 1. E6:F12;E16:F22: Negative numbers highlighted in red 2. P27:P46: Stores with Top 5 gross sales highlighted (Green Fill with Dark Green Text) 3. P49: “light green”, Green Fill with Dark Green Text 4. O49: “Top 5 Stores”, Explanatory Text style | **3** |  |
| 1. Portrait orientation 2. A1:F24;A25:P49: Print area 3. June/July figures separate. Fits on 3 pages 4. Print titles repeat, 1st 2 rows (top), 1st 2 columns (left) 5. Header: Filename (left), current date (right), nothing on 1st page 6. Footer: 1st page, “Prepared by:” (right); Other pages, “Page page of pages” (center) 7. Left margin 1 inch | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

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