**Grading Rubric – Excel 2013**

**Tutorial A, Case Problem 2**

**Class:**

**Professor:**

**Notes:**

***Solution Filename:*** *Lawncare.xlsx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| “Lawncare” workbook, Documentation sheet: Name/date entered | **2** |  |
| Employee Hours sheet: Table “Hours” created, blue table style | **4** |  |
| Name column: Split into 2 columns, “First Name” / “Last Name” | **2** |  |
| City, State Zip column: Split into 3 columns, “City”/“ State”/“Zip” | **2** |  |
| City and State columns: Standard capitalization | **2** |  |
| SS Number column: Social Security Number format | **2** |  |
| Type of Work column: All lowercase | **2** |  |
| Hourly Rate column: Shows two decimal places | **2** |  |
| Overtime Hours column: Full hours, only significant digits. Partial hours, 2 digits whether significant or insignificant | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **20** | **0** |

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