

## Excel Rubric (Color code key)

- *Address Book (basics)*
- *First 10 Presidents (focus: sorting)*
- *Graphing (bar & circle)*

Name \_\_\_\_\_

Date \_\_\_\_\_

### Learning Targets:

- I can create a spreadsheet to organize data, format data, and create bar & circle graphs.

Excel Rubric: I can...	4 Exceeding Target	3 Met Target	2 Approaching Target	1 Just Beginning	Score
...Create a Spreadsheet		*Select proper application & create file *Enter data into individual cells			
...Organize Data		*Create appropriate title and headings *Group data logically *(Tables) Sort data according to criteria *(Graphs) Create a data table that functions for graphing			
...Format Data		*Adjust column widths & row heights to "fit" data *Appropriately format using bold, alignment, borders, colors, etc. * Fit data well to page(s) – fill most of printed page while leaving "breathing room" without running over to additional, unneeded pages. *Create a header, when appropriate			

	4 Exceeding Target	3 Met Target	2 Approaching Target	1 Just Beginning	Score
...Create Bar Graph		*Select correct data to be graphed *Using Chart Wizard, select correct chart type, select appropriate chart data source, correctly complete chart options, and select appropriate chart location (As Object In:). *Includes all necessary descriptive labels (Title, axes labels) and/or legends			
...Format Bar Graph		*Format colors to be differentiated on black & white printout *Space so that all necessary labels are clearly displayed and graph is easy to read/understand. *Fits appropriately to printed page on the sheet containing the original data table.			
...Create Circle Graph		*Select correct data to be graphed *Using Chart Wizard, select correct chart type, select appropriate chart data source, correctly complete chart options, and select appropriate chart location (As New Sheet:). *Includes all necessary descriptive labels (Title, label & percent) and/or legends			
...Format Circle Graph		*Format colors to be differentiated on black & white printout *Space so that all necessary labels & percents are clearly displayed and graph is easy to read/understand. *Fits appropriately to printed page on the sheet containing the original data table.			

	<b>4 Exceeding Target</b>	<b>3 Met Target</b>	<b>2 Approaching Target</b>	<b>1 Just Beginning</b>	<b>Score</b>
<b>Conventions</b>	Grammar, punctuation, capitalization, and spelling were <u>entirely correct</u> .	Grammar, punctuation, capitalization, and spelling were <u>mostly correct</u> .	Grammar, punctuation, capitalization, and spelling were <u>sometimes correct</u> .	Grammar, punctuation, capitalization, and spelling were <u>often incorrect</u> .	
<b>File Management</b>	Independently... *Saved file(s) using correct file name in correct folder *Turned in work, as directed. (Shared folder, printed, etc.)	*Saved file using correct file name (address student.xls) (presidents student.xls) (graphs student.xls) *Turned in work, as directed. (Shared folder, printed, etc.)	*Saved file. *Turned in work, as directed. (Shared folder, printed, etc.)	*Saved file, but unable to locate or turn in without assistance.	
<b>Purpose/Function</b>	Final product exceeds expectation of learning target.	Final product meets expectation of learning target.	Final product partially meets expectation of learning target.	Final product does not demonstrate student's ability to meet learning target.	

Average Score			