

# Excel Rubric: *First 10 Presidents*

Name \_\_\_\_\_ Date \_\_\_\_\_

Learning Target: I can create a spreadsheet to organize data, format data, and analyze data.

Presidents Rubric:	4 Meeting Target with Excellence	3 Meeting Target	2 Approaching Target	1 Not Meeting Target	Score
<b>LT1: Computer Management</b>	*File named correctly ( <b>presidents_yourname.xls</b> ). *File saved in correct location. *File submitted according to instructions.				
<b>LT2: Organize Data</b>	*Enter data into individual cells *Create appropriate title and headings *Group data logically * <b>Sort data for the purpose of organizing and interpreting, according to criteria (All data sorted correctly)</b> *Conventions accurate so that data was correct (Spelling, punctuation, capitalization)				
<b>LT2: Format Spreadsheet</b>	*Adjust column widths/row heights & text wrap 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. (4 tables fit to page 1, and questions fit to page 2) *Insert a complete <b>header (Name, Date, Class + Title)</b>				
<b>LT2: Functions</b>	*Calculations entered using <b>functions</b> with cell references. *Average and Mode functions inserted correctly. *Filled functions down column to increase efficiency.				
<b>LT5: Analyze Data to Understand</b>	*Interpreted data in spreadsheet in order to answer questions correctly and insightfully.				

Learning Target Grades for this project:	Score
LT1 - Computer Management: I can save my files using purposeful file names and in purposeful locations.	4 3 2 1
LT2 – Tech Products/Skills: I can create a spreadsheet to organize & format data & analyze data.	4 3 2 1
LT5 – Information Use and Management: *I can access and collect data from the Web. *I can gather and organize information so that I can interpret the information in order to develop a better understanding of the information.	4 3 2 1

Notes: