**Grading Rubric**

**Unit G: Creating a Worksheet**

**Visual Workshop**

**Professor:**

**Notes:**

***Solution Filename:*** *G-Holiday Sales Summary.docx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| G-Holiday Sales Summary is stored to data file location | **2** |  |
| Worksheet shown in Figure G-27 is created | **3** |  |
| Formulas are used in all applicable cells | **3** |  |
| Theme and cell styles are applied to match the figure | **3** |  |
| Labels in Column A are rotated | **3** |  |
| Cells are merged and centered as needed | **3** |  |
| Borders are added as needed | **3** |  |
| Student name is added to the footer | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **23** | **0** |

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