**Grading Rubric**

**Unit G: Creating a Worksheet**

**Skills Review**

**Professor:**

**Notes:**

***Solution Filename:*** *G-December Sales.docx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| G-December Sales is stored to data file location with two sheets | **2** |  |
| Step text is added to the ranges A1:D1 and A2:A8 | **3** |  |
| The Quantity Sold and Unit Price values are added according to the step table | **3** |  |
| Columns A through C are resized accordingly | **3** |  |
| Two rows are added above row 1 with Marley’s Organic Fruit Baskets December Sales as the label | **3** |  |
| Row two is resized and the Supplier column is added with supplier names | **3** |  |
| Formulas are added to cells E4 and E5 and copied to E6:E10 | **3** |  |
| AutoSum formula is added to C11 and E11 | **3** |  |
| Quantity Sold for Pineapple Delight is changed to 1188 | **3** |  |
| The Comma Style format without decimals is applied to C4:C11 | **3** |  |
| The Accounting format is applied to D4:E11 | **3** |  |
| The Close Date column is added to the left of column E | **3** |  |
| December 31, 2016 is added to E4 and pasted to E5:E10 | **3** |  |
| A1:F1 cells are merged and centered | **3** |  |
| The workbook is enhanced with a header, footer, columns set at best fit with the Facet theme | **3** |  |
| Appropriate styles are added to the sheet to match Figure G-23 | **3** |  |
| Scaling is set to fit on one page, landscape orientation | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

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