**Grading Rubric**

**Unit G: Creating a Worksheet**

**Independent Challenge 2**

**Professor:**

**Notes:**

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

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| G-Sales Analysis is stored to data file location | **2** |  |
| Company name and subheading is added to A1:A2 | **3** |  |
| Information shown in table is added starting in cell A4 | **3** |  |
| Change is added to D4 and a formula is added to D5 | **3** |  |
| D5 is copied to D6:D9 | **3** |  |
| July Forecast is added to E4 with an associated formula in E5 | **3** |  |
| Actual vs. Forecast is added to F4 with a formula in F5, copied to F6:F9 | **3** |  |
| Totals is added to A10 with an AutoSum formula in B10, copied to C10:F10 | **3** |  |
| State column is added with label and states in B6:B9, formatted | **3** |  |
| Row 3 is increased to 35px | **3** |  |
| A1:G1 as well as A2:G2 are merged & centered | **3** |  |
| Cell styles are added to A1 and A2 | **3** |  |
| View theme is applied, with appropriate cell styles throughout to match Figure G-25 | **3** |  |
| Student name is added to the header | **3** |  |
| Scaling is set to fit on one page, in Portrait orientation | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **47** | **0** |

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