**Grading Rubric**

**Unit G: Creating a Worksheet**

**Independent Challenge 1**

**Professor:**

**Notes:**

***Solution Filename:*** *G-Top June Orders.docx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| G-Top June Orders is stored to data file location | **2** |  |
| The Top Five Orders for June, Midwest Region title is added to A1 | **3** |  |
| The information shown in the table is added starting with cell A3 | **3** |  |
| Columns are widened as necessary | **3** |  |
| Balance Due is added to F3 | **3** |  |
| A subtraction formula is added to F4 and filled to F5:F8 | **3** |  |
| An AutoSum formula is added to D9 | **3** |  |
| Cell D6 is changed to 10966 | **3** |  |
| D9 is filled to E9 & F9 | **3** |  |
| A4:A8 and row 3 are center aligned | **3** |  |
| D4:F9 has the Accounting number format | **3** |  |
| A1:F1 are merged with title cell style in A1 | **3** |  |
| C4:C8 is set at Short Date format | **3** |  |
| Cell styles are added to rows 9 and 3 | **3** |  |
| Student name and filename are added to header | **3** |  |
| Date is added to footer | **3** |  |
| Facet theme is applied | **3** |  |
| A4:F8 has 20%-Accent3 style | **3** |  |
| Orientation is set at Landscape | **3** |  |
| **TOTAL POSSIBLE POINTS:** | **56** | **0** |

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