

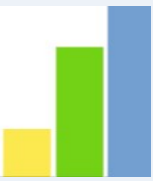
Rubric for Spreadsheet

Name: _____

Date: _____



with Chart

Skills	4	3	2	1	Score
Title: Merged and Centered	Title is merged and centered at the top of the spreadsheet. Font size, style, and colors are used to enhance appearance.	Title is merged and centered and is at the top of the page. Title has some minimal formatting with size, style, or colors.	Title is at the top of the page, but is not merged and /or centered. Title formatting is minimal.	Title is not merged and centered, not at the top of the spreadsheet, not formatted, or not relevant to the topic.	
Data Entry: Labels Values Formulas	All labels (text) fit within a single column. Values (numbers) are appropriate and formatted correctly. All Formulas work	Most labels fit within a single column. Most numbers are appropriate and formatted correctly. Some formulas work.	Few of the labels fit within a single column. Few numbers are appropriate to the topic. (too high, low) Some formulas don't work.	No labels fit within a single column. All or most numbers are nonsensical or inappropriate for the chart topic No formulas work.	
Chart 	The chart fits the data well and is easy to interpret. Uses colors, data labels, legends, and other chart formatting well.	The chart is adequate, has some formatting, but is somewhat difficult to interpret.	The chart is difficult to interpret. Labels and important descriptions may be missing or confusing.	The chart is missing or does not relate to the data clearly. Chart is confusing making interpretation impossible.	
Neatness and Organization	The spreadsheet and chart have an excellent design and layout. It is neat and easy to understand the content. Fits on a single page for printing.	The project has a nice design and layout. It is neat and easy to read. Fits on a single page for printing.	The project needs improvement in design, layout or neatness. May not fit on a single page for printing.	The project needs significant improvement in design, layout and neatness. Does not fit on a single page for printing.	
Content Spelling Grammar Punctuation Capitalization	The project has excellent spelling, grammar, punctuation, and capitalization.	The project has 1—2 spelling, grammar, punctuation, or capitalization errors.	The project has 3-4 spelling, grammar, punctuation, or capitalization errors.	The project has multiple spelling, grammar, punctuation, or capitalization errors.	

Comments: _____

Total Score: _____

20= 100%	19= 95%	18= 90%	17= 85%	16= 80%	15= 75%	14= 70%	13= 65%	12= 60%	11= 55%
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