

Students name: _____ Class name: _____

Excel Pre-Test Grading Rubric		Points	
Item	Tasks	Possible	Actual
1	Open a specific web page	1	
2	Navigate a web page/follow directions	1	
3	Open an Excel Document	1	
4	Copy and paste specific information from one document to another	3	
5	Save an Excel Document with a specific document name Place the Document in a specific folder	3	
6	Insert a row in an Excel Document	3	
7	Format text to a specific font (size) Use Bold to darkent the text	1	
8	Merge specific cells Center the Title	5	
9	Fill a cell with a specific background color (color Green)	3	
10	Copy the data on sheet 2 Student can continue to work on sheet one or two Goal:student should know there are multiple sheets in one document in excel.	3	
11	Adjust the width of a specic column manually note: coulmn 1 should be enlarged so that you can see the whole name of the city in each row.	3	
12	Change the text to italics. All the city names should be in italics	2	
13	Bold Text-student should be able to identify the column headings and highlight them in the document by making all the column headings bold.	2	
14	Center column headings-student should be able to identify the column headings and center them within its cell.	2	
15	Border line-There should be a border line under the column headings. The student should not underline the words in the column headings.	3	
16	Adjust the width of multiple columns- Each column heading except the city column and the total column should be set at a width of 8.	3	
17	Format numbers from three decimal places to two decimal places.	3	
18	Insert a row above a specific row. This requires the student to follow directions.	3	
19	Place in a cell information provide d. Identify the row as the city fairbanks.	2	
20	Entering correct data within specific cells created.	2	
21	Format information with specific cells.	2	
22	Using a formula calculate the total precipitation for each city. Add the cells across	5	
23	Using a formula, calculate the average percipitation for each	5	

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	month. Average the cells down for each month.		
24	Sort a specific column making sure that the data in each row follows correctly	6	
25	Create a line chart based on specific information	6	
26	Label each axis (x and Y axis in chart and include a title	3	
27	Move the chart to its own sheet	3	
28	Adding information (data) to a chart that was already created	3	
29	Format the average line to show the values at each point.	3	
30	Format the title to have a colored background (green). Note: same as title on the data sheet.	3	
31	Save document with a specific name in your folder. Document should have the word "complete" after the document name.	3	
32	Format the entire document so that it prints in Landscape. Both the Data sheet and the chart should be set to landscape and not portrait	3	
33	Place a header at the top of a document. Each document should be turned in so that the students name shows at the top of the document.	3	
34	Print both the data sheet and the chart and staple both pages before it is turned in.	3	
	Total	100 (possible	