

Microsoft Excel Shopping Budget Grade Sheet- 7th Grade

Student Name: _____

Class: _____

| Objective | Total Points | Points Earned |
|--|---------------------|----------------------|
| Shopping Budget title is centered and Merged? | 2 | |
| Title is spelled correctly? | 1 | |
| Is the "Shopping Budget" title cell filled with color? | 3 | |
| Is the "Shopping Budget" title's font changed? (The color and style of the font (Size of font no smaller than 18 and no larger than 40). | 4 | |
| Are all headings in steps 4 and 5 correct? | 10 | |
| Is the text in step 5 bold and all uppercase? | 2 | |
| Did the student list 5-10 people to shop for? | 5 | |
| Are there fictitious number amounts in the correct cells? | 5 | |
| Has the currency button been applied to the correct cells? | 3 | |
| Has the correct formulas been added in step 9? (under the "DIFFERENCE" column), use the following equation, making sure that you start with the = sign first! =B9-C9 Copy and paste the equation to the remainder of the cells. Copy (or ctrl C) highlight the cells you need a formula in under the Difference Column. Paste (Ctrl V) the formula into the selected cells. | 15 | |
| Did the student use the directions correctly to find the sum of Budgeted Amount? | 10 | |
| Did the student accomplish the sum of Total Cost (cell B4) and Difference Total (cell B5) independently? | 30 | |
| Has an appropriate Clip art image been added? | 2 | |
| A border was added? | 2 | |
| The student made 2 independent changes? | 4 | |
| The page orientation to landscape has been made? | 2 | |
| Totals: | 100 | |
