

CREATE AND USE SPREADSHEET RUBRIC (CODE R6)

	5	4	3	2	1
Format Text ♦ Align text ♦ Change font size/style ♦ Bold, italicize, underline ♦ Rotate text ♦ Add/drop shadow to cell ♦ Add color to text/characters	Appropriately used all six techniques.	Appropriately used five of the six techniques	Appropriately used four or three of the six techniques.	Appropriately used two or one of the six techniques.	Did not use any of the formatting techniques.
Format Page ♦ Use Autosum ♦ Use Fill feature ♦ Use Auto calculate ♦ Color background of cell ♦ Add borders ♦ Use NOW function ♦ Use IF function	Appropriately used all seven formatting methods.	Appropriately used six or five of the seven formatting methods.	Appropriately used four or three of the seven formatting methods.	Appropriately used two or one of the seven formatting methods.	Did not apply any of the seven formatting methods
Format Document ♦ Select cell or range of cells ♦ Change cell width ♦ Copy cells ♦ Insert/delete cells ♦ Enter multiple lines of text in same cell ♦ Enter formula using keyboard ♦ Enter formula using arithmetic operators ♦ Apply average, max, and min.	Appropriately used all eight formatting methods.	Appropriately used seven or six of the eight formatting methods.	Appropriately used five ,four or three of the eight formatting methods.	Appropriately used one or two of the eight formatting methods.	Did not apply any of the eight formatting methods
Format Graphics ♦ Create 3-D Chart ♦ Create 3-D Pie chart ♦ Appropriately format chart ♦ Format chart items ♦ Use Format Painter	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
Grammar and Spelling	No spelling errors No grammar errors	Only one error in grammar or spelling	Two or three errors in grammar or spelling	More that three errors in grammar or spelling	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed,	Attempted to follow directions.	Failed to follow directions.