40567A: Microsoft Excel associate 2019

Capstone Rubric

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| --- | --- | --- | --- |
| Project title: | Select here to enter text. | Name: | Select here to enter text. |
| Project description: | Select here to enter text. | Date: | Select here to enter text. |

## Required elements

* The following features/techniques are required.
* The features/techniques must be used correctly and selected to support the message or purpose of the project.

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| Item | Approaches standard | Meets standard | Exceeds standard | Where and/or how did you include this item? How does it enhance or make clearer the information being communicated? |
| Add worksheet data in rows and columns | Not all data fits logically within described columns or rows. Heading text is not clear. | Data is organized into logical columns and rows with appropriate heading text. | Data is organized into logical columns and rows with clear and succinct heading text. Columns and rows are ordered in a logical and clear order. | Select here to enter text. |
| Item | Approaches standard | Meets standard | Exceeds standard | Where and/or how did you include this item? How does it enhance or make clearer the information being communicated? |
| Adjust columns and rows | Columns and/or rows are not adjusted properly to a size that allows appropriate space as needed for data to properly display. | Some columns and/or rows are adjusted to a size that allows appropriate space needed for most data to display correctly. | All columns and rows within a worksheet are adjusted to an ideal size for all data to display correctly. | Select here to enter text. |
| Apply formatting to cells | Applied limited font, border, number formatting, or cell style. Formatting might detract from readability and doesn't aid in the communication. | Applied some font, border, number formatting, or cell style that aids in the readability and communication of the data. | Appropriate styles, font, border, and number formatting are applied to cells to greatly enhance the data presentation, and to help clearly communicate the information. | Select here to enter text. |

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| Item | Approaches standard | Meets standard | Exceeds standard | Where and/or how did you include this item? How does it enhance or make clearer the information being communicated? |
| Format a data range as a table | Data has not been formatted as a table. | Data has successfully been formatted as a table. Table styles or options have been applied that enhance the communication of the data. | Data has successfully been formatted as a table. Table styles or options have been applied that enhance the communication of the data, and the table has been named. | Select here to enter text. |
| Use functions or formulas to perform a calculation and text operation | Only one function or formula is included and works correctly. However, they do not work as expected to convey a numeric calculation or text operation properly. It appears haphazard or not purposeful. | A function or formula is included and works correctly to convey a numeric calculation or text operation properly. | A variety of functions and formulas were selected and built correctly into various places in the workbook to communicate a numeric calculation or text operation. | Select here to enter text. |

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| Item | Approaches standard | Meets standard | Exceeds standard | Where and/or how did you include this item? How does it enhance or make clearer the information being communicated? |
| Insert a hyperlink to navigate within a workbook or outside a workbook | One or more hyperlinks are inserted for the purpose of taking the reader to information inside or outside of the workbook. However, the links do not work properly. | One or more hyperlinks are inserted for the purpose of taking the reader to information inside or outside of the workbook. Some of the links take the reader to the correct destination, but some do not function as expected. | Multiple hyperlinks are inserted that take the reader to a place in this document, another file, a website, or email address. All of the inserted links work as expected. | Select here to enter text. |
| Insert a chart | The chart is inserted, but is not easy to understand. Labels might be missing, too much data might have been selected to clearly communicate the visualization, and the purpose for the chart is unclear. | The chart is understandable and provides useful comparison information. | The type of chart selected conveys information that would be difficult to understand without it. Styles or options have been applied that enhance the chart visualization. | Select here to enter text. |
| Item | Approaches standard | Meets standard | Exceeds standard | Where and/or how did you include this item? How does it enhance or make clearer the information being communicated? |
| Inspect workbook for issues | The workbook contains hidden properties, personal information, accessibility issues, or compatibility issues. | The workbook issues are partially fixed, and some issues related to one or more of the following categories still exist: hidden properties, personal information, accessibility issues, or compatibility issues. | The workbook contains no hidden properties, personal information, accessibility issues, or compatibility issues. | Select here to enter text. |

# Optional elements

* The features/techniques must be used correctly and support the message or purpose of the project.
* Elements added without valid communication or problem-solving motivation will not be counted.

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| Item | Mark the items included | Where and how did you include this item? How does it enhance or make clearer the message or information being communicated? This section is asking for a justification of why it was included. |
| Insert and format cells, rows, and columns  Select two | * Insert cells * Insert rows * Insert columns * Wrap text within cells * Apply cell formats * Apply cell styles | Select here to enter text. |
| Include range and table options  Select one | * Define a named range * Sort range or table data * Filter range or table data | Select here to enter text. |

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| Item | Mark the items included | Where and how did you include this item? How does it enhance or make clearer the message or information being communicated? This section is asking for a justification of why it was included. |
| Perform a numeric calculation or text operation  Select one | * Perform an AVERAGE, MAX, MIN, or SUM function * Count cells with the COUNT, COUNTA, or COUNTBLANK function * Perform a conditional operation using the IF function * Format text using RIGHT, LEFT, or MID functions * Format text using UPPER, LOWER, or LEN functions * Format text using CONCAT or TEXTJOIN functions | Select here to enter text. |
| Finalize the workbook for printing, sharing, and viewing  Select two | * Check and fix all spelling errors * Customize margins to best printing * Set orientation to landscape * Set print titles * Add a header or footer * Save workbook in an alternative file format * Set print area | Select here to enter text. |

# Career skills (soft skills)

Technical skills are only part of the requirements for success in a technical career. Professionals in all careers must be able to successfully interact with others, manage their time, demonstrate leadership, and analyze problems. These skills are sometimes called soft skills and are necessary career skills.

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| --- | --- | --- | --- | --- |
| Skill | Approaches standard | Meets standard | Exceeds standard | What examples can you cite that demonstrate your abilities in this area? |
| Goal-oriented | The development work was fragmented and off-task. As a result, the project was behind schedule or did not achieve its intended objective. | The development work was usually focused on the project. It was completed as planned and achieved its intended objective. | The development work was always focused on the project. It was completed ahead of schedule and met the intended goal.  The team pursued additional elements or refinements. | Select here to enter text. |
| Communication | Did not follow directions or ask for help when needed. Required written communication (such as the planning document) was late or incomplete. | Followed directions and asked for help when needed.  Written communication (such as the planning document) was completed as instructed. | Kept the teacher informed of progress in addition to following directions and asking for help when needed.  Written communication (such as the planning document) was especially thorough, current, and easily understood. | Select here to enter text. |
| Skill | Approaches standard | Meets standard | Exceeds standard | What examples can you cite that demonstrate your abilities in this area? |
| Teamwork and cooperation | Did not display a positive attitude. More focused on individual work than the success of the team or the project.  Relied upon the teacher to resolve disputes or problems. | Generally displayed a positive attitude. Focused on the team’s success most of the time.  Seldom relied on the teacher to solve disputes or problems. | Always displayed a positive attitude. Worked with a focus on the team’s success.  Problems or disputes were peacefully solved between the team members with respect shown to differing opinions. | Select here to enter text. |
| Leadership | Reluctant to take the initiative to improve the project or help others succeed. | Took initiative to improve the team project and help others succeed. | Took initiative to improve the team project and help others succeed.  Offered suggestions and assumed responsibility for team’s success. | Select here to enter text. |

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| --- | --- | --- | --- | --- |
| Skill | Approaches standard | Meets standard | Exceeds standard | What examples can you cite that demonstrate your abilities in this area? |
| Problem-solving | Relied upon the teacher to solve most problems. Did not seek help from available resources, including other students. | Employed a variety of strategies to solve problems. Worked through frustrating problems. | Employed a variety of strategies to solve problems, including class resources, peers and persisted in searching for additional resources. Helped others solve problems. | Select here to enter text. |
| Work ethic | Needed to be reminded to work on the project. Did not respond to situations that require additional effort or work. | Worked hard to accomplish the goal. | Worked hard to accomplish the goal. Made use of additional time to improve or expand the project beyond expectations. | Select here to enter text. |
| Time management | Plans do not reflect reasonable expectations. Needed to be reminded to stay focused. Deadlines were missed. | Plans reflect reasonable expectations. Stayed focused and made good use of class time. | Plans reflect reasonable expectations. Stayed focused and made good use of class time.  Worked to balance the work duties of others to ensure an on-time completion. | Select here to enter text. |

# Reflection

1. Defend how your project helps to solve the problem described in the planning document.

Select here to enter text.

1. What new skills did you learn in this project?

Select here to enter text.

1. What challenges did you experience? How did you work to overcome them?

Select here to enter text.

1. Describe your level of satisfaction with the finished project?

Select here to enter text.

1. How do you feel about your personal effort and work in this project?

Select here to enter text.

1. How has this project changed you?

Select here to enter text.

1. If you created something for an authentic audience, how did they react to your work?

Select here to enter text.

1. Add other comments you’d like to make about this project or your work.

Select here to enter text.