**Excel Module 5: Visual Workshop**

**Grading Rubric**

|  |  |  |
| --- | --- | --- |
|  | Points | Your Score |
| Table created using the default table style | 8 |  |
| Table has **custom multi-level sort** applied to match example. | 8 |  |
| Incorporated Column H into the table | 8 |  |
| Table formula using structured references added to calculate Balance column | 8 |  |
| Data validation list added to Column E data to match example | 8 |  |
| Database SUM (DSUM) functions are added in cells M4 and M7. **Hint**: Use the criteria ranges L2:L3 and L7:L8. | 8 |  |
| Student name inserted in center section of footer | 2 |  |
| Total | 50 |  |

