**Excel Module 6: Visual Workshop**

**Grading Rubric**

|  |  |  |
| --- | --- | --- |
|  | Points | Your Score |
| Add columns as needed to match example | 5 |  |
| Formulas inserted to calculate each quarter’s total and AutoFilled down the column. | 10 |  |
| Columns are grouped and information displayed using the outline symbols/buttons | 10 |  |
| Information displayed matches example | 6 |  |
| Text in A6 is hyperlinked to the appropriate workbook | 6 |  |
| Columns resized as necessary | 6 |  |
| Merged and centered data adjusted to display over all columns | 6 |  |
| Your name is inserted in the center footer section | 1 |  |
| Total | 50 |  |

