

Scoring Rubric: The Mobile Masses Store (studentName)
CMGEN120 – Nicole Reese

| Worksheet Elements | Score | Comments |
|---|--------------|-----------------|
| Rows 1 & 2 5 points <ul style="list-style-type: none"> • The Mobile Masses Store • Biweekly Payroll Report • Merged & Centered • Cell Style = Title • Decrease font size for A2 • Fill Color = Orange, Accent 1, Lighter 60% • Thick Box Border | | |
| Row 3 5 points <ul style="list-style-type: none"> • All 9 column titles entered correctly • Text wrapped in cells D3 & E3 • Cell Style = Heading 3 • Titles Centered • Height reset to 48.00 | | |
| Column A 3 points <ul style="list-style-type: none"> • All 6 row titles entered correctly • Boundary set to width of largest item • Column width set to best fit | | |
| Columns B & C 2 points <ul style="list-style-type: none"> • Date format reset to mm/dd/yy • Column C contents centered • Column width set to best fit | | |
| Columns D 1 point <ul style="list-style-type: none"> • Conditional formatting set (font/background) | | |
| Column Widths 1 points <ul style="list-style-type: none"> • Reset to width of 10.22 • D,E,&J set to width 7.56 | | |
| Rows 4-15 5 points <ul style="list-style-type: none"> • All data entered correctly • Accounting format set for rows 4 & 13 • Comma format set for E5 – I12 and D4 – D16 • E14 – I16 set to currency format | | |
| Cells A13-A16 2 points <ul style="list-style-type: none"> • All data entered correctly • A14-A16 set to bold | | |
| Cells F4 – J4 2 points <ul style="list-style-type: none"> • All formulas correctly set • Fill function used to copy formulas through J12 | | |
| Row 13 3 points <ul style="list-style-type: none"> • Correctly displays sums for columns D,F,G,H,I • Tax % correctly copied from J12 to J13 • Cell Style = Totals | | |

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|--|---------------------|--|
| <p>Rows 14-16 3 points</p> <ul style="list-style-type: none"> • Correctly displays formulas for each cell • Use fill function for columns D-J • Delete cell J14 • J4-16 set to percent style, increase decimal 2x • Row 14 reset to height of 27.00 | | |
| <p>Worksheet 4 points</p> <ul style="list-style-type: none"> • Renamed as “Biweekly Payroll Report” • Tab Color set to Blue, Accent 1, Darker 25% • Theme set to Trek • Margins reset to Narrow • Header information entered correctly • Orientation set to Landscape | | |
| <p>Document Properties 3 points</p> <ul style="list-style-type: none"> • Author • Subject: CMGEN 120 • Keywords: Biweekly Payroll Report • Saved as “The Mobile Masses Biweekly Payroll Report” | | |
| <p>TOTAL (1 free point awarded)</p> | <p>xx/40</p> | |