

**Scoring Rubric: Modern Music Shops (studentname)**  
**CMGEN120 – Nicole Reese**

<b>Worksheet Elements</b>	<b>Score</b>	<b>Comments</b>
<p><b>Column A</b> <span style="float: right;"><b>7 points</b></span></p> <ul style="list-style-type: none"> <li>• A10: Modern Music Shops</li> <li>• A11: Six-Month Financial Projection</li> <li>• Width set to 36.00</li> <li>• All information correctly entered</li> <li>• Indent increased on cells A14, A18-A22</li> <li>• A1: What-If Assumptions</li> <li>• A18-A22 copied to A2-A6</li> <li>• Insert row 4: add “Margin</li> <li>• Insert row 7: “Sales Revenue for Bonus”</li> </ul>		
<p><b>Row 12</b> <span style="float: right;"><b>1.5 points</b></span></p> <ul style="list-style-type: none"> <li>• Alignment set to 45°</li> <li>• All information correctly entered</li> </ul>		
<p><b>Column Widths</b> <span style="float: right;"><b>1.5 points</b></span></p> <ul style="list-style-type: none"> <li>• B-G: width = 14.88</li> <li>• H: width = 16.00</li> <li>• I: width set to best fit</li> </ul>		
<p><b>Columns B &amp; H</b> <span style="float: right;"><b>3 points</b></span></p> <ul style="list-style-type: none"> <li>• All information entered correctly</li> <li>• All formulas correctly entered</li> <li>• Formulas filled from B14 through G25</li> <li>• All sum formulas for Column H correctly set</li> </ul>		
<p><b>Row 13</b> <span style="float: right;"><b>3 points</b></span></p> <ul style="list-style-type: none"> <li>• Number information entered correctly</li> <li>• H13 set as sum of B13-G13</li> <li>• I11 has date formula correctly formatted</li> </ul>		
<p><b>Worksheet Formatting</b> <span style="float: right;"><b>12 points</b></span></p> <ul style="list-style-type: none"> <li>• Rows 13, 15, 18, 23, 25 set to currency format</li> <li>• Column A set to <b>bold</b></li> <li>• Cells A10-I11: A10 = size 36; A11 = size 18 <ul style="list-style-type: none"> <li>○ fill (A10 – I11) = purple 2, darker 25%</li> <li>○ font = white, background 1</li> </ul> </li> <li>• Row 12: style = Heading 3</li> <li>• Rows 15, 23, 25: style = Total</li> <li>• A13: fill = purple 2, darker 25%; font = white</li> <li>• Above formatting copies to A15 &amp; row 25</li> <li>• Row 25: format = currency</li> <li>• A1: size 8, italicize, underline</li> <li>• A2 – B8: size 8</li> <li>• A1 – B8: filled to selected color; white font</li> </ul>		

<p><b>Chart</b> <span style="float: right;"><b>13 points</b></span></p> <ul style="list-style-type: none"> <li>• Developed from rows 12 &amp; 25</li> <li>• 3-D pie chart</li> <li>• Moved to new sheet called “3-D Pie Chart”</li> <li>• Centered Overlay Title: “Six-Month Financial Projection”; underlined</li> <li>• Legend off</li> <li>• Data Labels = Outside End</li> <li>• Label Options: category name, percentage</li> <li>• 3-D Rotation: X-rotation = 90°</li> <li>• Bevel = Circle (width: 50pt; height: 50pt)</li> <li>• Material: soft edge</li> <li>• August: point explosion = 28%; fill = blue</li> <li>• Other five colors correctly changed</li> <li>• Sheet tab = orange, accent 6</li> </ul>		
<p><b>Worksheet</b> <span style="float: right;"><b>6 points</b></span></p> <ul style="list-style-type: none"> <li>• Renamed to Six-Month Financial Projection</li> <li>• Tab color set to pink, accent 1</li> <li>• Tabs are reordered correctly</li> <li>• Opulent Theme set</li> <li>• Landscape Orientation</li> <li>• Sheet fit to 1 page x 1 page</li> <li>• Zoom set to 100%</li> <li>• All freeze/split panes removed</li> </ul>		
<p><b>Document Properties</b> <span style="float: right;"><b>3 points</b></span></p> <ul style="list-style-type: none"> <li>• Author</li> <li>• Subject: CMGEN 120</li> <li>• Keywords: Modern Music Shops</li> <li>• Saved as “Modern Music Shops Six-Month Financial Projection”</li> </ul>		
<p><b>TOTAL</b></p>	<p><b>/50</b></p>	