

**Scoring Rubric: Save Sable River Foundation (studentName)**  
**CMGEN120 – Nicole Reese**

<b>Worksheet Elements</b>	<b>Score</b>	<b>Comments</b>
<b>Cell A1</b> <span style="float: right;"><b>3 points</b></span> <ul style="list-style-type: none"> <li>• Save Sable River Foundation</li> <li>• Set to Title style; Merged &amp; Centered</li> </ul>		
<b>Cell A2</b> <span style="float: right;"><b>3 points</b></span> <ul style="list-style-type: none"> <li>• Lifetime Fundraising Summary</li> <li>• Cambria font set, bold, 14pt., dark blue, text 2</li> <li>• Merged &amp; Centered</li> </ul>		
<b>Row 3</b> <span style="float: right;"><b>3.5 points</b></span> <ul style="list-style-type: none"> <li>• All 7 column titles entered correctly</li> <li>• Heading style; centered</li> </ul>		
<b>Column A</b> <span style="float: right;"><b>3.5 points</b></span> <ul style="list-style-type: none"> <li>• All 6 row titles entered correctly</li> <li>• Boundary set to width of largest item</li> </ul>		
<b>Rows 4-8</b> <span style="float: right;"><b>7 points</b></span> <ul style="list-style-type: none"> <li>• Number information entered correctly</li> <li>• Accounting number format set</li> <li>• Comma style set for rows 5-8 only</li> </ul>		
<b>Row 9 / Column H</b> <span style="float: right;"><b>3 points</b></span> <ul style="list-style-type: none"> <li>• Sums correctly formatted</li> <li>• Total cell style set (row 9)</li> <li>• Accounting number format applied (row 9)</li> </ul>		
<b>Chart</b> <span style="float: right;"><b>4 points</b></span> <ul style="list-style-type: none"> <li>• A3 – G8 formatted as clustered cylinder chart</li> <li>• Chart resized from A11 – H23</li> <li>• Chart set to style 34</li> </ul>		
<b>Worksheet</b> <span style="float: right;"><b>2 points</b></span> <ul style="list-style-type: none"> <li>• Renamed to Lifetime Fundraising Summary</li> <li>• Tab color set to Red, Accent 2</li> </ul>		
<b>Document Properties</b> <span style="float: right;"><b>4 points</b></span> <ul style="list-style-type: none"> <li>• Author</li> <li>• Subject: CMGEN 120</li> <li>• Keywords</li> <li>• Saved as “Save Sable River Foundation”</li> <li>• Print settings set to Landscape view</li> </ul>		
<b>TOTAL (2 free points awarded)</b>	<b>xx/35</b>	

