

Microsoft Excel Shopping Budget Grade Sheet- 7th Grade

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

<b>Objective</b>	<b>Total Points</b>	<b>Points Earned</b>
Shopping Budget title is centered and Merged?	2	
Title is spelled correctly?	1	
Is the "Shopping Budget" title cell filled with color?	3	
Is the "Shopping Budget" title's font changed? (The color and style of the font (Size of font no smaller than 18 and no larger than 40).	4	
Are all headings in steps 4 and 5 correct?	10	
Is the text in step 5 bold and all uppercase?	2	
Did the student list 5-10 people to shop for?	5	
Are there fictitious number amounts in the correct cells?	5	
Has the currency button been applied to the correct cells?	3	
Has the correct formulas been added in step 9? (under the "DIFFERENCE" column), use the following equation, making sure that you start with the = sign first! =B9-C9 Copy and paste the equation to the remainder of the cells. Copy (or ctrl C) highlight the cells you need a formula in under the Difference Column. Paste (Ctrl V) the formula into the selected cells.	15	
Did the student use the directions correctly to find the sum of Budgeted Amount?	10	
Did the student accomplish the sum of Total Cost (cell B4) and Difference Total (cell B5) independently?	30	
Has an appropriate Clip art image been added?	2	
A border was added?	2	
The student made 2 independent changes?	4	
The page orientation to landscape has been made?	2	
<b>Totals:</b>	100	

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