

Spreadsheet/Excel

Level 1: Basic/ "Warm up"

21/30 (C-)

- ♦ header
- ♦ column labels
- ♦ data cells organized correctly
- ♦ create Graphs

Sample worksheet:

"Collecting Data"

Level 2: Beginning/simple

24/30 (B-)

- ♦ columns are labeled
- ♦ Multiple worksheets, named
- ♦ data cells organized correctly
- ♦ AutoSum formula is used
- ♦ Basic Formulas used to calculate
- ♦ Copy formulas down or across using the "fill handle"
- ♦ Generate appropriate graphs
- ♦ At least ONE project done.

Sample worksheets:

"Plan a Party"

"Spend your Allowance"

OR ↓

Level 3:

Intermediate/detailed

27/30 (A-)

- ♦ All of the above AND...
- ♦ Header used at the top of the page
- ♦ Column widths adjusted
- ♦ font/cell color and border changes to make printing look professional
- ♦ Generate appropriate graphs
- ♦ Adjustments are made to the graph titles and layout to look professional
- ♦ Advanced Formulas including tax
- ♦ Copy cell contents using copy and paste and "paste special"
- ♦ BOTH PROJECTS are COMPLETED and well formatted.

Sample Worksheets:

"Plan a Party"

"Spend your Allowance"

Level 4: Advanced

30/30

- ♦ Complete an advanced formula worksheet
- ♦ Entering Formulas:
 - SUM
 - AVERAGE
 - MODE
 - MEDIAN
 - MIN
 - MAX
 - (Range)
- ♦ Create graphs accurately representing your data

Sample worksheets:

Science data collector

Extra Credit: ONLY AFTER
ADVANCED ASSIGNMENT IS COMPLETE:

- ♦ Finish assignments above
- ♦ convert any worksheet to customized forms/games/quizzes/converters
- ♦ Use Macros (buttons, pull downs)
- ♦ Work independently from handouts and samples:
 - "Converters"
 - "Timeline"
 - "Planet Quiz"
 - "Planet Weight"

_____ / up to +5