

Spreadsheet—Suncoast Assessment Rubric

Name _____

Criteria	Exceeds Standard	Meets Standard	Below Standard
Suncoast project includes required information	<ul style="list-style-type: none"> • Includes all employee names • Correct spelling throughout • All numbers accurate • Header with name & class period 	<ul style="list-style-type: none"> • Name list incomplete • Minimal misspellings • Most numbers accurate • Header incomplete 	<ul style="list-style-type: none"> • Several names missing • Significant number of words misspelled • Inaccurate numbers • No header
Information displayed according to formatting instructions and model	<ul style="list-style-type: none"> • Borders, merging, and shading • Word wrap, bold, capitals and alignment • Headings • Alphabetized name column • Title is bold and centered • Table is centered vertically & horizontally • Worksheet tab labels 	<ul style="list-style-type: none"> • Some cells not formatted correctly • Some information unorganized • Some space used ineffectively 	<ul style="list-style-type: none"> • Most cells not formatted correctly • Information not organized • Space used ineffectively
Formulas function as required	<ul style="list-style-type: none"> • Formula worksheet shows all formulas • Formulas and results are correct 	<ul style="list-style-type: none"> • Some formulas incorrect • Some results incorrect 	No formulas used, or formulas incorrect
Demonstrates ability to display information from a spreadsheet in the form of a graph or chart	<p>Bar graph</p> <ul style="list-style-type: none"> • New sheet • Names descend alphabetically • Font readable, size appropriate • Title centered • No legend • Decorative features enhance <p>Pie charts</p> <ul style="list-style-type: none"> • Charts placed effectively on sheet • Charts same size, aligned • Pies same size • Color and font choices visually effective • Same colors in pie sections for like data 	<p>Bar graph</p> <ul style="list-style-type: none"> • Some formatting incorrect • Some information not illustrated • Decorative features appealing but obscure information <p>Pie charts</p> <ul style="list-style-type: none"> • Charts placed appropriately • Size and alignment inconsistent • Colors not effective to convey information 	<p>Bar graph</p> <ul style="list-style-type: none"> • Incorrect formatting limits clarity • Does not display necessary information • Data is incorrect • No unique decorative features <p>Pie charts</p> <ul style="list-style-type: none"> • Pie charts are not placed on one sheet • Pies not consistent with each other • No unique colors