**Grading rubric: Excel   
Basics Lesson   
Learning goal: You will learn the basic terms and formulas in a worksheet**

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| --- | --- | --- |
| **Description** | **Pts.** | **Your**  **Score** |
| Title in bold, merged and centered from A to H | 2 |  |
| Numbers typed in correctly | 5 |  |
| Formulas correct | 5 |  |
| Formula page printed using ctrl ~ | 5 |  |
| Subtitles above each column typed in a 45 degree angle | 2 |  |
| Decimals decreased | 1 |  |
| Print in landscape | 1 |  |
| Header | 2 |  |
| Page numbering, centered (x of y format) | 2 |  |
| **Total** | **25** |  |

**Student name:  
Date:  
Class:**

**Your score:\_\_\_\_\_\_\_\_\_\_**