Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom\_\_\_\_\_

**Excel Spreadsheet & Graph Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Student Comments | Teacher Comments |
| Excel Spreadsheet Basic Elements | My project has the appropriate Header and Footer. The project is Landscape and all information is on one page. |  |  |
| Cell Information | Each cell is labeled with appropriate capitalization, centered and all cells have a border. |  |  |
| Tally Information | All jump rope information for all members of your group are in the appropriate cells and the sum and average has been calculated. |  |  |
| Graph Colors | All graph elements are appropriately colored according to the key. |  |  |
| Graphs in Excel Spreadsheet | Two graphs are at the bottom of your Excel spreadsheet. 1) Personal graph and 2) group graph. Remember to reset Print Area. PRINT, staple in the upper right-hand corner all papers and turn in to Mrs. Kojima. |  |  |
| Student | Two points for each task completed. | Total Points:  /10 |
| Teacher | Two points for each task completed. | Total Points:  /10 |