

Excel Project Rubric

Student Name _____ Course _____ Semester _____ Professor _____

Category	Rudimentary 2 Points	Developing 4 Points	Satisfactory 6 Points	Accomplished 8 Points	Exemplary 10 Points	Score or N/A
Data Entry	Several errors. Some required data may be missing.	Some data required is missing.	All data required data is entered correctly.	Most data required is entered with 100% accuracy.	All data required is entered with 100% accuracy.	
Computations, & Formulas	No formulas are used.	Several errors in formula calculations	Minor errors in correct formulas used.	Most formulas used are correct applicable formulas as required	100% use of correct applicable formulas as required.	
Graph	There were graphs present, but graphs or data were incorrect.	There are graphs present but only most elements were missing.	The graphs required for the project were correct. Some elements were depicted.	The graphs required for the project were correct. Most elements were depicted.	The graphs required for the project were correct. All elements were depicted.	
Organization/ Formatting	Information is poorly organized. Appropriate formatting such as appropriate labels & column/row widths & heights are not used.	Some Information is organized, using standard formatting tools. Some labels or other important formatting tools are missing.	Information is mostly organized, using appropriate standard formatting tools, such as labels and bolding.	Information is organized by using appropriate formatting, including shading, alignment tools, borders, special fonts, appropriate labels, appropriate column/row height & width	Information is very well organized by using appropriate advanced formatting, including shading, alignment tools, borders, special fonts, appropriate labels, appropriate column/row height & width	
Visual Appearance & Output	Spreadsheet is VERY difficult to read and locate information. Major information has been omitted.	Spreadsheet is somewhat difficult to read. A few pieces of important information are omitted.	Spreadsheet is clear & easy to read. Minor information has been cut off when printed.	Spreadsheet is visually esthetic, mostly easy to read & most of the required information was printed (nothing is cut off).	Spreadsheet is attractive, easy to read & all required information printed (nothing is cut off).	
Followed Directions	None of the directions were followed.	Some of the directions were followed.	Most of the directions were followed somewhat accurately.	Most of the directions were followed accurately.	All directions were followed accurately and completely.	