**MS Excel Scoring Rubric**

*Based on 20 Point Daily Grade*

**Data:**

Data entered and aligned correctly 4 Points

**Formulas**:

Formulas built correctly 4 Points

**Formatting:**

Borders applied 2 Points

Shading applied 2 Points

Title merged and centered 2 Points

Columns/row sizes adjusted correctly 2 Points

**Chart/Graphic**

Insert and format chart correctly 4 Points