

Rubric for Spreadsheet Assessment

Component	1-Not acceptable	2-Below expectations	3-Meets expectations	4-Exceeds expectations	Score
Assessment Criteria	Missing Component	Component present but poorly formatted	Component present and formatted properly	Component present, formatted properly, and creatively enhanced	
Open program					
Insert Header/Footer					
Create appropriate function formulas					
Format cells as directed					
Correctly label rows and columns					
Save as directed					
Print the spreadsheet					

TOTAL _____