**Enhancing Business Communication Business Information Management II Conditional Formatting Assignment #1**

|  |  |  |
| --- | --- | --- |
| Student Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |
|  | CATEGORY |  | **20** | **15** | **8** | **1** |
|  | **Conditional** |  | Conditional | Conditional | Conditional | Conditional |
|  | **Formatting** |  | formatting present | formatting present | formatting | formatting not |
|  |  |  | with an obvious | but rule is | appears present | present. |
|  |  |  | rule. | somewhat vague. | but cannot tell |  |
|  |  |  |  |  | what the rule is. |  |
|  |  |  |  |  |  |
|  | **Required Elements** | The spreadsheet | All required | All but one of the | Several required |
|  |  |  | includes all | elements are | required elements | elements were |
|  |  |  | required elements | included on the | is included on the | missing. |
|  |  |  | as well as | spreadsheet. | spreadsheet. |  |
|  |  |  | additional |  |  |  |
|  |  |  | information. |  |  |  |
|  | **Attractiveness** |  | The spreadsheet is | The spreadsheet is | The spreadsheet is | The spreadsheet is |
|  |  |  | exceptionally | attractive with | somewhat neat | difficult to read |
|  |  |  | attractive with | text formatting | but no text | and much data is |
|  |  |  | text formatting | and very little data | formatting and | truncated. |
|  |  |  | and no data is | is truncated. | some data is |  |
|  |  |  | truncated. |  | truncated. |  |
|  | **Grammar** |  | There are no | There is one | There are two | There are more |
|  |  |  | grammatical | grammatical | grammatical | than two |
|  |  |  | mistakes on the | mistake on the | mistakes on the | grammatical |
|  |  |  | spreadsheet. | spreadsheet. | spreadsheet. | mistakes on the |
|  |  |  |  |  |  | spreadsheet. |
|  |  |  |  |  |  |
|  | **Knowledge Gained** | Student can | Student can | Student can | Student appears |
|  |  |  | accurately answer | accurately answer | accurately answer | to have |
|  |  |  | all questions | most questions | about 75% of | insufficient |
|  |  |  | related to facts in | related to facts in | questions related | knowledge about |
|  |  |  | the spreadsheet | the spreadsheet | to facts in the | the facts or |
|  |  |  | and processes | and processes | spreadsheet and | processes used in |
|  |  |  | used to create the | used to create the | processes used to | the spreadsheet. |
|  |  |  | spreadsheet. | spreadsheet. | create the |  |
|  |  |  |  |  | spreadsheet. |  |
|  |  |  |  |  |  |  |
| Maximum Points Possible: 100 |  |  |  |
| Student Points: \_\_\_\_\_\_\_\_\_ |  |  |  |