**Enhancing Business Communication Business Information Management II Conditional Formatting Assignment #3**

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| **Category** | **20** | **15** | **8** | **1** |
| **Column Headings** | All column headings present in the correct cells and easy to read. | All column headings present in the correct cells but some data is truncated.  | One to two column headings missing. | More than two column headings missing and data is truncated.  |
| **Formula** | PMT formula correctly entered in all appropriate cells. | PMT formula has minor error but copied correctly.  | PMT formula profoundly incorrect. | PMT formula missing. |
| **Knowledge Gained** | Student can accurately answer all questions related to facts in the spreadsheet. | Student can accurately answer most questions related to facts in the spreadsheet. | Student can accurately answer less than half of the questions related to facts in the spreadsheet.  | Student appears to have insufficient knowledge about the facts or processes used in the spreadsheet. |
| **Cell Formatting** | All cells formatted properly. | One to two cells have formatting errors. | Three to four cells have formatting errors. | More than four cells have formatting errors. |
| **Use of Class Time** | Used time well during each class period. Focused on getting the project done. | Used time well during each class period. | Used some of the time well during each class period.  | Did not use class time to focus on the project.  |

Maximum Points Possible: 100

Student Points: \_\_\_\_\_\_\_\_\_\_\_\_