

_____ Name

Lesson 6, Project 6-1

Description	Pts	Your Score
Workbook saved as Impact Salaries followed by student's initials	1	
Data in the range A6:E20 sorted by the Performance Rating in descending numerical order	3	
In cell F5, Salary Category entered as the label	3	
In cell F6, formula entered to indicate the employee's salary category based on his annual salary	3	
Formula in cell F6 copied to the range F7:F20	3	
The questions "Based on the data in the worksheet, which employees do you believe are underpaid? Why?" are answered	3	
A header with the student's name and the current date is inserted	3	
The workbook is saved, printed, and closed	1	
TOTAL POSSIBLE POINTS:	20	

Lesson 6, Project 6-2

Description	Pts	Your Score
Workbook saved as Top Movies followed by student's initials	1	
Data is conditionally formatted to highlight the top 10 highest grossing films with a light green fill with dark green text	5	
Data is conditionally formatted to highlight the bottom 10 lowest grossing films with a yellow fill with dark yellow text	5	
Data sorted by Release Date in ascending order and then by Movie in ascending order	5	
Header inserted with student's name and the current date	2	
File is saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 6, Project 6-3

Description	Pts	Your Score
Workbook saved as City Facts followed by student's initials	2	
Cell B2 is clicked to turn on the filter arrows	4	
AutoFilters are run to answer the four listed questions (3 points each)	12	
Workbook is saved and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 6, Project 6-4

Description	Pts	Your Score
Workbook saved as Paper Sales followed by student's initials	2	
Columns B through E hidden	4	
Columns B through E unhidden	4	
Rows 7 through 14 hidden	4	
Header inserted with student's name and the current date and the worksheet printed	5	
Rows 7 through 14 unhidden	4	
Workbook saved and closed	2	
TOTAL POSSIBLE POINTS:	25	

Lesson 6, Project 6-5

Description	Pts	Your Score
In the New Workbook dialog box, the Billing Statement template file is opened	2	
Workbook saved as Roberts Statement followed by student's initials	2	
The worksheet is zoomed to view entire statement	2	
Data entered in the worksheet	12	
Workbook saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 6, Project 6-6

Description	Pts	Your Score
Workbook saved as School Bus followed by student's initials	1	
On the Insert tab, in the Illustrations group, the Picture button is clicked to access The Insert Picture dialog box	2	
Insert the School Bus.bmp Data File	2	
Under Picture Tools on the Format tab, in the Size group, the Dialog Box Launcher is clicked to access The Size and Properties dialog box	2	
On the Size tab, in the Scale section, in the Height box, 41% is typed	3	
Picture is dragged so that it fits within the range E1:E3	3	
Accent color 6, 18 pt glow style is applied	3	
Header inserted with student's name and the current date	3	
File is saved, printed, and closed	1	
TOTAL POSSIBLE POINTS:	20	

Lesson 6, Project 6-7

Description	Pts	Your Score
Workbook saved as Compact Cubicle followed by student's initials	1	
In cell C8, comment inserted	2	
In cell C9, comment inserted	2	
In cell G9, comment inserted	2	
Cube shape in the upper-left corner of the workbook inserted	2	
On the Drawing Tools Format tab, in the Size group, 0.5" entered in the Shape Height box and the Shape Width box	2	
Shape Fill changed to Orange	2	
Shape Effects changed so the 3-D Rotation is set to Off Axis 1 Right	2	
Cube shape is copied and pasted, and then a copy dragged so it overlaps the lower-right corner of the first cube	2	
Header inserted with student's name and the current date	2	
File is saved, printed, and closed	1	
TOTAL POSSIBLE POINTS:	20	