Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE 12/21/2015

VERSION v 002

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Digital Literacy II: Office Productivity
Unit 3 Spreadsheets
LAB 1 Excel Fundamentals (Instructor)

Explanation

In this lab, students will demonstrate their ability to navigate Microsoft Excel and perform fundamental skills to construct worksheets, edit, format, and organize data, and create charts to visually represent data.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Creating, Saving, and Opening Workbooks	Not able to create a new blank workbook nor a template based workbook	Is able to create a new workbook and use Save and Save As commands appropriately	Meets previous criteria and is able to pin the file to Backstage view	Meets previous criteria and is able to export the document in a PDF format	
Worksheet Basics	Unable to complete steps 13 and 14 in the lab procedure	Completes steps 13-16 in the lab procedure	Completes steps 13-17 in the lab procedure	Completes steps 13-18 in the lab procedure	
Entering and Editing Data	Unable to complete or only completes steps 19 through 20d in the lab procedure	Completes steps 19 through 20j in the lab procedure	Completes steps 19 through 20m in the lab procedure	Completes steps 19 through 20o in the lab procedure	
Adjusting Columns and	Unable to perform any	Able to adjust the size of	Meets the previous criteria	Meets the previous criteria	

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CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Rows	adjustments to columns and/or rows	columns and rows manually and AutoFit	and is able to insert, delete, and move columns and rows	and is able to hide and unhide rows and columns	
Formatting Cells	Unable to complete or only completes steps 33 through 34d in the lab procedure	Completes steps 33 through 36 in the lab procedure	Completes steps 33 through 38b in the lab procedure	Completes steps 33 through 39 in the lab procedure	
Sorting and Filtering	Does not understand or is unable to perform sorting or filtering using any method	Able to perform a one-column sort and filter one or more columns of data	Able to per single- and multi-column sorts as well as filter multiple columns	Meets the previous criteria and is also able to clear all filters in one action	
Charts	Does not know where to begin or shows difficulty finding the Insert Chart command(s)	Launches the insert chart wizard but isn't familiar with how to select data or configure options	Creates a chart based on the given data and formats the chart by applying a chart style	Meets the previous criteria and also is able to move a chart to a separate worksheet	

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