Multi–State Advanced Manufacturing Consortium

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Digital Literacy II: Office Productivity
Unit 3 Spreadsheets
LAB 2 Formulas and Functions (Instructor)

Explanation

In this lab, students will write and edit simple to complex formulas, manually enter functions, and use AutoSum functions to calculate spreadsheet 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
Simple Formulas	Does not understand the concept of using formulas nor how to begin entering a formula	Enters a formula but does not construct it properly using cell references or to yield the correct result	Able to enter a proper formula using multiple methods e.g., typing or point-and-click cell references	Meets previous criteria and is also able to edit formulas using the formula bar	
Complex Formulas	Does not know the order of operations or is unable to solve the equation in step 6 of the lab procedure without using Excel	Correctly solves the equation in step 6 of the procedure but is unable to construct a corresponding formula in Excel	Meets the previous criteria and writes a complex formula using correct syntax and producing the correct result	Meets the previous criteria and is able to write a formula in Excel that calculates the equation in step 9 of the procedure	
Functions	Not familiar with the role of functions in a formula or the syntax to write a function	Able to write a function but has difficulty with syntax, cell references, or produces an incorrect result	Able to write a SUM function that references the proper cells and produces the correct result	Meets the previous criteria and is able to insert functions correctly using AutoSum	

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