



Digital Literacy II: Office Productivity

Unit 3 Spreadsheets

LAB 3 Page Layout and Printing (Instructor)

Explanation

In this lab, students will adjust a spreadsheet page layout and print settings to a given specification then verify how the printed pages will look before outputting the spreadsheet to a printer.

Prompts

There are no prompts for this lab.

Assessment Rubric

| CRITERIA | POOR 0-2 | FAIR 3-5 | GOOD 6-8 | EXCELLENT 8-10 | Score |
|-------------|---|--|---|---|-------|
| Page Layout | Unable to perform any modifications to the page layout | Performs steps 1 through 3 in the procedure | Performs steps 1 through 4 in the procedure | Performs steps 1 through 6 in the procedure | |
| Printing | Not able to access the print window and/or print a document | Demonstrates the steps to print a document but can't restrict printing to specific sheets or cell ranges | Completes steps 8 through 11 in the lab procedure | Completes steps 8 through 12 in the lab procedure | |





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