

Name \_\_\_\_\_

Period \_\_\_\_\_

**Excel Spreadsheet Scoring Rubric**

**Due Date:**

***Travel Itinerary***

- \_\_\_\_\_/5      **Title** – first letter capped in each word, bold, larger font
- \_\_\_\_\_/5      **\*Airline Information** (includes dates, times, airline, departure/arrival)  
Use the example provided as a guide to what should be included.
- \_\_\_\_\_/5      **\*Hotel Information** - Use the example provided as a guide to what should be included.
- \_\_\_\_\_/5      **\*Rental Car** – actual information from web.
- \_\_\_\_\_/5      **\*Excursion Information** (3 total, prices or no prices)
- \_\_\_\_\_/5      **\*Budget for Food & \*Spending money** – realistic budget based on 3 meals per day x  
number of days on trip (14) and spending money per day.
- \_\_\_\_\_/5      **Spelling/Grammar**
- \_\_\_\_\_/5      **Auto Sum** (formula correctly inserted into the Excel Spreadsheet)
- \_\_\_\_\_/60      **Format** (as prescribed by the example provided by Mr. Reggio) – this includes  
neatness and the overall look of the spreadsheet.

An item in the rubric identified with an asterisk (\*) is the research information that must be placed in the Excel Spreadsheet. Use the constructed example and as guide to build the Excel Spreadsheet.

Use **SHEETS** in **Google Docs** to build the spreadsheet.

\_\_\_\_\_/100      Total              Grade \_\_\_\_\_

Comments: