



Spreadsheet & Graphing Rubric Grade 3

Objective: to produce and interpret a simple graph or chart by entering data and editing data on a spreadsheet (Max Count/Excel) by demonstrating use of function (i.e. sum, multiplication)

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><u>Enter Data</u> develop spreadsheet or table with data and appropriate title; label X axis (row) name; label Y axis (column) number</p>	<p>data is not accurate; title is not present; the X-axis and/or the Y-axis is not labeled</p>	<p>data is accurate; a title is present; the X-axis and the Y-axis are labeled</p>	<p>data is organized and accurate title explains the data; the X-axis and/or the Y-axis are labeled accurately</p>
<p><u>Edit Data and Format Cells</u> use shift key to capitalize words in title; use Spell check to check spelling; use center justification of titles and labels</p>	<p>contains more than 2 spelling and/or capitalization errors; center justification of titles and labels not consistent; cell size is not suitable</p>	<p>contains 1-2 spelling and/or capitalization errors; center justification of titles and labels are consistent; cell size is suitable</p>	<p>contains no spelling and/or capitalization errors; center justification of titles and labels are consistent cell size is suitable</p>
<p><u>Create Graph</u> use Standard toolbar, click Chart Wizard and follow steps to create graph or chart; label X-axis (row) name; label Y-axis (column) number; select appropriate clipart if needed</p>	<p>graph does not match the data; data is difficult to understand; the X-axis and /or Y-axis are not labeled or described in a key; clipart selected (if any) is not suitable</p>	<p>graph is adequate; the data is somewhat confusing; the X-axis and the Y-axis have labels or are described in a key; clipart selected (if any) is suitable</p>	<p>graph is easy to understand; the X-axis and the Y-axis are described in a key or with labels; clipart selected (if any) is suitable</p>
<p><u>Analyze Spreadsheet and Graph</u> apply math function i.e. AutoSum; describe type of graph; analyze data; use Spell check and Grammar check</p>	<p>cannot highlight designated cells; cannot find math functions; needs help in calculations; no analysis</p>	<p>with assistance can highlight designated cells; enables math function for calculations; analysis shows little insight; 1-2 spelling or grammar errors in analysis</p>	<p>can highlight a range of cells; enables math function for calculations; analysis is clearly written and explains relationships based on the data; no spelling or grammar errors</p>
<p><u>Save Document</u> using Save or Save As and naming the file</p>	<p>automatically presses Save; saves to the program file or computer</p>	<p>needs guidance in saving document to individual folder on the server</p>	<p>saves to individual folder on the server; understands difference between Save and Save as</p>
<p><u>Print</u> document to the appropriate printer using Print Preview before printing</p>	<p>does not use Print Preview; creates multiple copies of document in various stages of completion</p>	<p>uses Print Preview and Print to print document to the appropriate printer</p>	<p>uses Print Preview and Print to print document to the appropriate printer</p>

