

Name: _____ Date: _____ Period: _____

Excel

WORTH: (10 POINTS)**DESCRIPTION:**

Students will be asked to show their knowledge and familiarity in Microsoft Excel by performance and demonstration in class.

REQUIREMENTS

Introduction to Excel	Completed
Introduction to Excel (2 points): Understanding rows and Columns, Naming cells, working with excel work book	
Create Effective Charts to Present Data Visually (6 point): Creating Data, Producing various Charts	
Printing (2 points): Printing Workbook, Page Setup, Print Area, Print Preview	

Grade _____/10