

Excel : Conversion Table

Student Name: _____

CATEGORY	4	3	2	1
Accuracy of Conversion	All conversions are accurate and clearly noted.	All conversions are accurate, but not clearly noted.	Some conversions are accurate and clearly noted.	Few conversions are accurate and not clearly noted.
Data Table	Data in the table is well organized, accurate, and easy to read.	Data in the table is organized, accurate, and easy to read.	Data in the table is accurate and easy to read.	Data in the table is not accurate and/or cannot be read.
Neatness and Attractiveness	Exceptionally well designed, neat, and attractive. program) are used.	Neat and relatively attractive and readable.	Relatively neat and readable	Appears messy and difficult to read.
Title	Title is creative and clearly relates to the table.	Title clearly relates to the problem being table.	A title is present at the top of the table.	A title is not present.
Software Learning	The student knows how to use the software and can accurately and clearly answer questions related to how to perform certain functions.	The student knows how to use the software and can accurately and clearly answer many questions related to how to perform certain functions.	The student knows how to use some parts of the software and can accurately and clearly answer a few questions related to how to perform certain functions	The student does not appear to know how to use the software without assistance.