Example Marking Guide

Criteria	Feedback from Instructor	Possible Points
The Documentation sheet contains the title, author, date, and purpose of the workbook		score ___ / 10
The workbook contains three sheets: Documentation, Plant Directory, and Production History		score ___ / 5
In the Plant Directory sheet, cells A1:A2 contain the text shown here		score ___ / 5
The rest of the Plant Directory sheet contains the text shown in Figure 1-35		score ___ / 5
The width of column B is 15 characters, column C is 30 characters, and D is 16 characters		score ___ / 10
In the Production History sheet, the width of column A is 23 characters and the width of columns B-F is 14 characters		score ___ / 10
Cells B7:F7 and A8:A11 contain the text shown here		score ___ / 5

Cells B8:F8 use the SUM function to calculate sum of production values for each plant

score
10 /
10

Cell B5 sums the values in cells B8:F8

score
10 /
10

Cells B9:F9 contain formulas with the AVERAGE function to calculate the average production of each plant

score
10 /
10

Cells B10:F10 contain formulas with the MAX function to calculate the maximum production of each plant

score
10 /
10

Cells B11:F11 contain formulas with the MIN function to calculate the minimum production of each plant