

Unit 3 - Spreadsheets

Group Exercise /15 points
<p>Process:</p> <ul style="list-style-type: none"> In your group, create an invoice for your customers The invoice should include: logo, borders, shading, etc. Use formulas to calculate data as discussed in class Use at least 6 techniques (Shading, formulas, borders, etc) Make sure to use formulas for HST!

Elements Required

Spreadsheet	Invoice
<ul style="list-style-type: none"> Horz. alignment Appropriate format Merged cells Cell colours 	<ul style="list-style-type: none"> Borders Column widths Shading Graphics Date Due Date Amt Due Desc. Of Costs Company Info Client Info Attractive Legal Terms Pmt Methods Courtesy

Assessment

Level / Specific Expectation	Repeat	1 (50-59%)	2 (60-69%)	3 (70-79%)	4 (80-100%)
<p style="color: orange; margin: 0;">Spreadsheet Styling</p> <p style="margin: 0;">Use a spreadsheet to produce properly structured and formatted business documents</p>	Did not use the spreadsheet techniques studied	Properly uses some spreadsheet techniques (3)	Properly uses several spreadsheet techniques (4-5)	Properly uses most spreadsheet techniques (5-6)	Properly uses all spreadsheet techniques (7-8)
<p style="color: orange; margin: 0;">Invoice Elements</p> <p style="margin: 0;">Use features of the spreadsheet to manage data</p>	Document is not in an invoice format.	Approaches the required format, but is missing critical invoice elements.	Meets required format OR has all required invoice elements.	Document has been formatted properly and contains many invoice elements	The document contains all the required invoice elements and is exceptionally well formatted.
<p style="color: orange; margin: 0;">Invoice Calculations</p> <p style="margin: 0;">The spreadsheet properly totals and calculates the invoice data using formulas</p>	No formulas	There are some elements that calculate via formula	Many features calculate properly	Invoice calculates properly except for a small error	Invoice properly calculates the invoice total and tax all via formulas. The only Needed information is number of item and price.
<p style="color: green; margin: 0;">Group Only Creativity & Language</p>	Too many errors that the message is lost	Some errors blur the message	Errors do not affect the message, but the invoice is not very clear.	The invoice is clear and there are no significant errors	The language is both correct and clear. The invoice is exceptionally well done.