

Century 21 Jr. Chapter 15 Application Test

Tasks Evaluation Guidelines

Task 1 Create and Format a Basic Worksheet	Yes	No
SUM function used correctly		
Cells are aligned correctly		
Cells B4:F9 formatted correctly as currency		
Rows 3 and 9 are bold		
Row 1 merged and aligned correctly		
Row 1 height and font size and style correct		
Top margin and center alignment set for the worksheet		
Errors have been detected and corrected		

Task 2 Revise a Worksheet	Yes	No
Two rows were added and formatted correctly		
Averages are calculated correctly in row 11 and column F		
Row 11, column F, and cells A12:B13 are formatted correctly		
Maximum and minimum scores are correct		
The worksheet data is sorted correctly		

Task 3 Write Formulas	Yes	No
The answers are formatted in bold with decimal places as directed		
The formulas are correct		
Row and column headings and gridlines are printed		

Task 4 Create a Column Chart	Yes	No
A column chart was created		
The chart and worksheet were printed		
The chart title is correct		
A legend is included correctly		
Axis titles are included correctly		
Gridlines are present		

Task 5 Create a Pie Chart	Yes	No
A pie chart was created		
Only the chart was printed		
The chart title is correct		
A legend is included correctly		
Percentage data labels are shown		

Task 6 Create a Worksheet with Formulas in a Word Document	Yes	No
Currency style is used correctly		
Text wrap is used correctly		
Change, % Change, and Totals are correct		
Title is inserted correctly		
Alignment within the worksheet/table is correct		
Worksheet/table is centered horizontally in the document		
Errors have been detected and corrected		

Task 7 Prepare a Payroll Worksheet	Yes	No
Landscape orientation is used		
Column widths are set correctly		
Number, Gross Pay, and Net Pay columns are inserted and formatted correctly		
Columns D, F, G, and H are formatted as currency with two decimal places		
Gross Pay and Net Pay are calculated correctly		
The title is inserted and formatted correctly		
The data is sorted correctly		
Shading used is correct		
Errors have been detected and corrected		