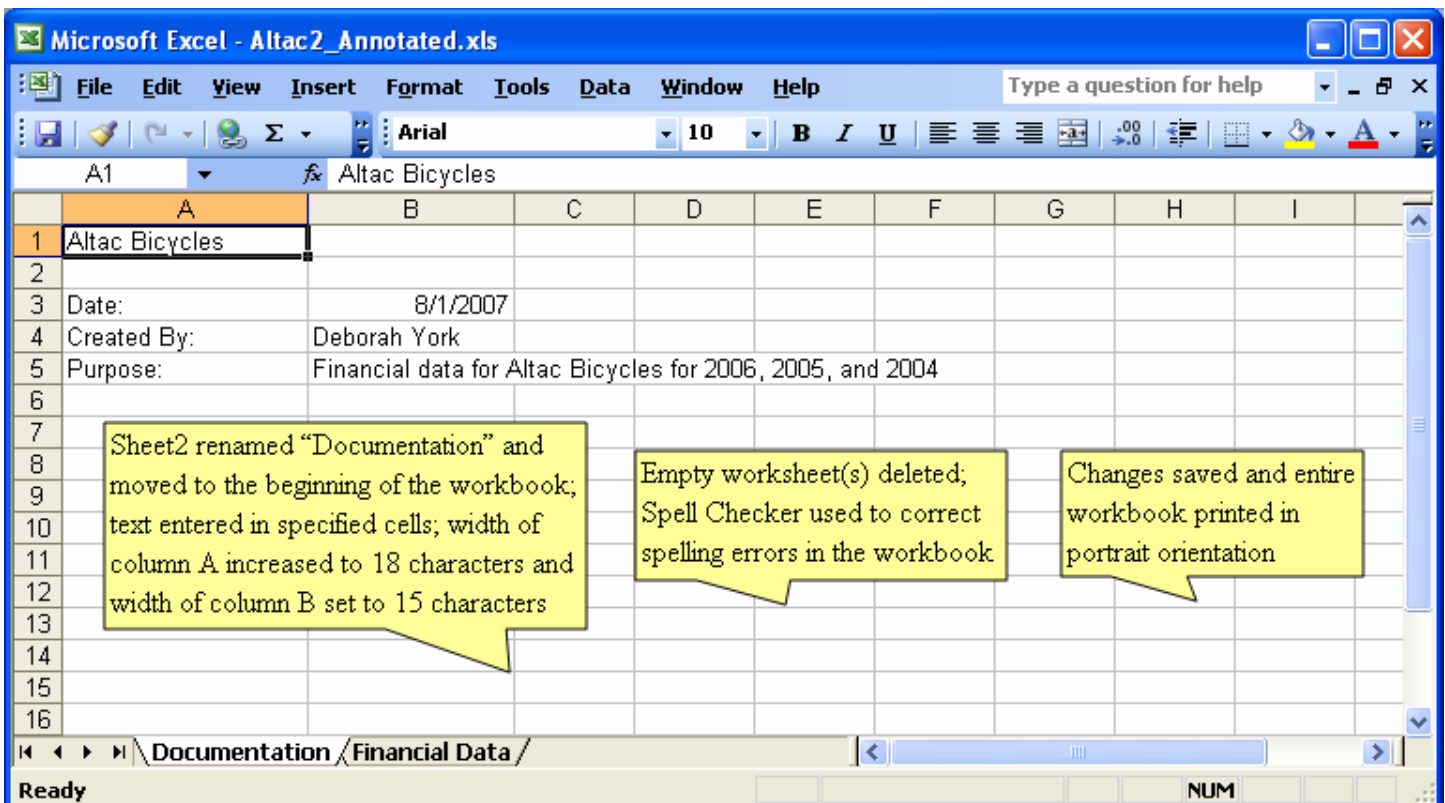


Grading Rubric – Excel 2003 Tutorial 1, Case Problem 1

Solution File(s): Altac2.xls

Description	Pts	Your Score
Two rows inserted at the top of the worksheet with text entered on two separate lines in cell A1	3	
Five rows inserted at row 9 and labels and data entered as shown in step 3	5	
Width of column A increased to 18 characters, column B to 25 characters, and height of row 1 decreased to 30	3	
Sheet1 renamed as “Financial Data”	1	
Using the AutoSum feature, total operating expenses for each year calculated	3	
Formulas entered to calculate the gross margin, operating income, pre-tax income, and net income for each year	12	
Contents of range G4:K9 moved to A22:E27	2	
Formulas entered to calculate the net income per share for each year	3	
Sheet2 renamed “Documentation” and moved to the beginning of the workbook; text entered in specified cells; width of column A increased to 18 characters and width of column B set to 15 characters	4	
Empty worksheet(s) deleted; Spell Checker used to correct spelling errors in the workbook	2	
Changes saved and entire workbook printed in portrait orientation	2	
TOTAL POSSIBLE POINTS:	40	

YOUR SCORE: ____/40= grade



Microsoft Excel - Altac2_Annotated.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

E28

	A	B	C	D	E	F	G	H
1	Altac Bicycles Financial Data*							
2								
3	Year		2006	2005	2004			
4	Sales							
5		Net Sales	12,510	10,981	9,004			
6		Cost of Sales	4,140	3,810	3,011			
7		Gross Margin	8,370	7,171	5,993			
8								
9	Expenses							
10		Research	1,602	1,481	1,392			
11		Sales and Marketing	2,631	2,012	1,840			
12		Administrative	521	410	324			
13		Research and Development	491	404	281			
14		Total Operating Expenses	5,245	4,307	3,837			
15								
16	Operating Income		3,125	2,864	2,156			
17	Other Income		341	302	239			
18	Pre-tax Income		3,466	3,166	2,395			
19	Income Taxes		1,225	1,008	781			
20	Net Income		2,241	2,158	1,614			
21								
22	Shares		3,581	3001	2,844			
23	Net income per share		0.625803	0.719094	0.567511			
24								
25								
26								
27	*(millions except per-share amounts)							
28								
29	Sheet1 renamed as "Financial Data"							
30								
31								
32								
33								

Documentation Financial Data

Ready NUM

Two rows inserted at the top of the worksheet with text entered on two separate lines in cell A1

Width of column A increased to 18 characters, column B to 25 characters, and height of row 1 decreased to 30

Five rows inserted at row 9 and labels and data entered as shown in step 3

Using the AutoSum feature, total operating expenses for each year calculated

Formulas entered to calculate the gross margin, operating income, pre-tax income, and net income for each year

Contents of range G4:K9 moved to A22:E27

Formulas entered to calculate the net income per share for each year