



Spreadsheet & Graphing Rubric Grade 1

Objective: to produce and interpret a simple graph or chart by entering data and editing data on a spreadsheet (Graph Club) by creating individual graphs.

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><u>Enter Data</u> create a table with data based on a question and a survey; record responses on a tally sheet</p>	question not included in survey; data is difficult to understand	question included in survey; data can be read	question clearly worded in survey; data is organized and accurate
<p><u>Edit Data and Format Cells</u> use shift key to capitalize words in title</p>	needs assistance in using the shift key to capitalize	needs assistance in using the shift key to capitalize	uses the shift key to capitalize with no assistance
<p><u>Create Graph</u> use toolbar to create graph or chart; selects appropriate clipart for graph</p>	graph does not match the data; clipart selected is not suitable	graph is adequate; clipart selected is suitable	graph is easy to understand; clipart selected is suitable
<p><u>Analyze Spreadsheet and Graph</u> describe type of graph; analyze data</p>	can not verbally explain their graph	can verbally explain their graph	can write 1-2 sentences based on the data
<p><u>Save Document</u> using Save or Save As and naming the file</p>	automatically presses Save ; saves to the program file or computer	needs guidance in saving document to individual folder on the server	saves to individual folder on the server; understands difference between Save and Save as
<p><u>Print</u> uses appropriate Print key before printing</p>	does not use appropriate Print key before printing; needs assistance	uses appropriate Print key before printing with minimal assistance	uses appropriate Print key before printing without assistance