



## Spreadsheet & Graphing Rubric Grade 4

**Objective: to produce and interpret a simple graph or chart by entering data and editing data on a spreadsheet (Max Count/Excel) by manipulating data to include mean, median, mode, and/or range.**

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><b><u>Enter Data</u></b> develop spreadsheet using table or line plot, with data and appropriate title; label X-axis name (row); label Y-axis number (column)</p>	<p>data is not accurate or is confusing; title is not present; the X-axis and Y-axis are not labeled</p>	<p>data is accurate; title is present; the X-axis and the Y-axis are labeled</p>	<p>data is organized, accurate, and easy to understand; title explains the data; the X-axis and the Y-axis are labeled</p>
<p><b><u>Edit Data and Format Cells</u></b> use <b>shift</b> key to capitalize words in title; use <b>Spell check</b> to check spelling; use center justification of titles and labels</p>	<p>contains more than 2 spelling and/or capitalization errors; center justification of titles and labels not consistent; does not regulate cell size</p>	<p>contains 1-2 spelling and/or capitalization errors; center justification of titles and labels not consistent; cell size is regulated</p>	<p>contains no spelling errors; title is capitalized; center justification of titles and labels; cell size is appropriate</p>
<p><b><u>Create Graph</u></b> use the <b>Standard</b> toolbar, click <b>Chart Wizard</b> and follow steps to create graph or chart; label X-axis (row) name; label Y-axis (column) number</p>	<p>graph alters the data and makes interpretation almost impossible; the X-axis and /or Y-axis are not labeled or described in a key</p>	<p>graph is adequate; the data is somewhat difficult to understand; the X-axis and the Y-axis have labels or are described in a key</p>	<p>graph makes it easy to understand the data; units are described in a key or with labels</p>
<p><b><u>Analyze Spreadsheet and Graph</u></b> Apply math functions: mean, mode, median, range, maximum, etc; analyze data: Median (number in middle of numbers), Mode (number that occurs most often); Mean (average); Range (difference between greatest and least numbers); describe reason for choosing type of graph; use <b>Spell check</b> and <b>Grammar check</b></p>	<p>cannot highlight designated cells; cannot find math functions; needs help in calculations; no analysis</p>	<p>with assistance can highlight designated cells; enables math functions to get calculations analysis shows little insight 1-2 spelling or grammar errors in analysis</p>	<p>can highlight a range of cells; enables math functions to do calculations; the analysis is clearly written and shows insight by explaining relationships or making predictions based on the data; no spelling or grammar errors</p>
<p><b><u>Save Document</u></b> using <b>Save</b> or <b>Save As</b> and naming the file</p>	<p>automatically presses <b>Save</b>; saves to the program file or computer</p>	<p>needs guidance in saving document to individual folder on the server</p>	<p>saves to individual folder on the server; understands difference between <b>Save</b> and <b>Save as</b></p>
<p><b><u>Print</u></b> document to the appropriate printer using <b>Print Preview</b> before printing</p>	<p>does not use <b>Print Preview</b>; creates multiple copies of document in various stages of completion; can not cancel or suspend a print job</p>	<p>uses <b>Print Preview</b> and <b>Print</b> to print document to the appropriate printer; can not cancel or suspend a print job</p>	<p>uses <b>Print Preview</b> and <b>Print</b> to print document to the appropriate printer; can cancel or suspend a print job</p>