Word and Excel Assignment Assessment

Weight
This assignment is **worth 2%** of your final grade in APSC 100 Module 1.

Submission Instructions
This assignment is due by **Tuesday Sept. 8 at 9am EST**. Instructions for submission will be provided the week before it is due.

*The submission made for this assignment must be a Word document, no other formats will be marked.*

Late Penalty
10% will be deducted from your grade on this assignment for every day that it is late.

Marking
You must complete both of the assignment questions. Submitting an incomplete assignment will result in receiving a grade of zero.

There are two components to the total mark you will receive for this assignment.

1. The “Word” component, pertaining to the presentation of your Microsoft Word work, will be marked out of **14**.

2. The “Excel” component, pertaining to your data analysis in Microsoft Excel, will be marked out of **12**.

Please carefully review the marking rubrics for all sections.
**Marking Rubric – Word**

Please note that all of the assignment questions must be completed. An incomplete assignment will receive a zero.

<table>
<thead>
<tr>
<th>2</th>
<th>1</th>
<th>0</th>
<th>Mark</th>
</tr>
</thead>
</table>
| **Title Page**  
**Page Numbering**  
**Headers** | very clear  
properly formatted using appropriate function in Word | understandable  
properly formatted, but not with appropriate functions in Word | unclear  
improperly formatted  
missing |
| **Section Headings**  
**Table of Contents** | Page numbering and headers created using Word functions.  
Format follows assignment instructions. | Page numbering and headers created manually.  
Format follows assignment instructions. | Format does not follow assignment instructions. |
| **Figures**  
**Tables** | Headsings specified in assignment instructions generated using Word Styles.  
Table of contents generated automatically. | Manual section headings and table of contents. | No section headings or table of contents.  
Document structure and organization are difficult to follow. |
| **Sample Calculation**  
**Equations** | All tables and figures have exceptionally thorough and well-written captions.  
Captions are generated using Word Captions.  
All tables and figures are cross-referenced in text using Word Captions.  
Automatic list of figures and tables.  
Figures are appropriately sized, legible, and placed side-by-side when appropriate. | Figures and tables possess descriptive captions.  
Figures and tables are referred to in text manually.  
Manual list of figures and tables.  
Most figures are appropriately sized and clear. | Some figures and tables are not referenced in text.  
Some figure/table captions are missing or unclear.  
Incomplete list of figures and tables generated.  
Figures are illegible, unclear, and inappropriately sized. |
| **Citations** | All sources cited.  
Correct IEEE citation style.  
Captions generated using Word Citations & Bibliography or another citations management tool (e.g. Zotero). | Correct IEEE citation style, formatted manually.  
All sources cited. | Incorrect or inconsistent citation formatting.  
Some resources are not cited. |
<table>
<thead>
<tr>
<th>Descriptive text at the beginning and end of each solution</th>
<th>Critical Evaluation of Results</th>
</tr>
</thead>
</table>
| · Appropriate descriptive text has been included to introduce the questions and summarize the results.  
· The text is clear, concise, and thorough.  
· The required conclusions (specified in the instructions) are all present and correct. | · Marginal descriptive text has been included to introduce the questions and summarize the results.  
· The text may be wordy, partially incomplete, or somewhat unclear.  
· The required conclusions (specified in the instructions) are mostly present or partially correct. |
| · Minimal descriptive text has been included to introduce the question or summarize the results.  
· The text is largely incomplete or unclear.  
· The required conclusions (specified in the instructions) are missing or largely incorrect. |

<table>
<thead>
<tr>
<th>General Formatting</th>
<th>Critical Evaluation of Results</th>
</tr>
</thead>
</table>
| · All of the following has been used:  
→ size 11 Calibri font  
→ 3rd person point of view  
→ left justification  
→ spaces separate paragraphs (not indented) | · Most of the following has been used:  
→ size 11 Calibri font  
→ 3rd person point of view  
→ left justification  
→ spaces separate paragraphs (not indented) |
| · None or little of the following has been used:  
→ size 11 Calibri font  
→ 3rd person point of view  
→ left justification  
→ spaces separate paragraphs (not indented) |

**TOTAL** /14
Marking Rubric – Excel
Please note that all of the assignment questions must be completed. An incomplete assignment will receive a zero.

<table>
<thead>
<tr>
<th>Mark</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables (Data Entry &amp; Formulas)</td>
<td>• Largely incorrect data&lt;br&gt;• Formulas used improperly</td>
<td>• Partially incorrect data&lt;br&gt;• Incorrect number of significant figures&lt;br&gt;• Some formulas used correctly</td>
<td>• Correct data&lt;br&gt;• Correct number of significant figures&lt;br&gt;• Formulas used properly</td>
</tr>
<tr>
<td>Tables (Formatting)</td>
<td>• Unwanted or insufficient columns&lt;br&gt;• No headers&lt;br&gt;• Incorrect units</td>
<td>• Acceptable columns&lt;br&gt;• Appropriate headers&lt;br&gt;• Correct units&lt;br&gt;• Poor presentation of information such as:&lt;br&gt;→ Unnecessary colour&lt;br&gt;→ Vertical lines between cells&lt;br&gt;→ Unnecessary horizontal lines between cells</td>
<td>• Correct columns&lt;br&gt;• Appropriate headers&lt;br&gt;• Correct units&lt;br&gt;• Professional presentation of information such as:&lt;br&gt;→ Minimal colour&lt;br&gt;→ No vertical lines between cells&lt;br&gt;→ Minimal horizontal lines between cells&lt;br&gt;• Maximal white space</td>
</tr>
<tr>
<td>Figures (Error Bars)</td>
<td>• Error bars are missing&lt;br&gt;• Error bars are largely incorrect</td>
<td>• Error bars are partially correct&lt;br&gt;• Some error bars are missing&lt;br&gt;• Error bars do not vary in length</td>
<td>• Error bars are correct&lt;br&gt;• Error bar length varies</td>
</tr>
<tr>
<td>Figures (Regression Analysis &amp; Trendlines)</td>
<td>• Trendlines are missing&lt;br&gt;• Equations of trendlines are largely incorrect or missing&lt;br&gt;• Regression analysis is missing or incorrect</td>
<td>• Trendlines are included&lt;br&gt;• Equations of trendlines are included, but partially incorrect or with inappropriate variables&lt;br&gt;• Regression analysis is complete but values of slope and intercept (with standard errors) are partially incorrect</td>
<td>• All trendlines are included and correct&lt;br&gt;• Equations of all trendlines are included with appropriate variables&lt;br&gt;• Regression analysis is complete and correct values of slope and intercept (with standard errors) are reported</td>
</tr>
<tr>
<td>Descriptive Statistics</td>
<td>• Descriptive statistics is missing or largely incorrect</td>
<td>• Descriptive statistics is incomplete or partially incorrect</td>
<td>• Descriptive statistics is correct</td>
</tr>
<tr>
<td>Figures (Formatting)</td>
<td>All of the following has been used:</td>
<td>Most of the following has been used:</td>
<td>None or little of the following has been used:</td>
</tr>
<tr>
<td>---------------------</td>
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<tr>
<td></td>
<td>→ descriptive axis titles with units</td>
<td>→ descriptive axis titles with units</td>
<td>→ descriptive axis titles with units</td>
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<tr>
<td></td>
<td>→ appropriate scales</td>
<td>→ appropriate scales</td>
<td>→ appropriate scales</td>
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<td></td>
<td>→ professional legends</td>
<td>→ professional legends</td>
<td>→ professional legends</td>
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<tr>
<td></td>
<td>→ appropriate marker and font sizes</td>
<td>→ appropriate marker and font sizes</td>
<td>→ appropriate marker and font sizes</td>
</tr>
<tr>
<td></td>
<td>All of the following has been avoided:</td>
<td>Most of the following has been avoided:</td>
<td>None or little of the following has been avoided:</td>
</tr>
<tr>
<td></td>
<td>→ both horizontal and vertical gridlines</td>
<td>→ both horizontal and vertical gridlines</td>
<td>→ both horizontal and vertical gridlines</td>
</tr>
<tr>
<td></td>
<td>→ chart titles</td>
<td>→ chart titles</td>
<td>→ chart titles</td>
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<tr>
<td></td>
<td>→ unnecessary colour</td>
<td>→ unnecessary colour</td>
<td>→ unnecessary colour</td>
</tr>
</tbody>
</table>

TOTAL /12