

# 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 **Thursday Sept. 5 at 9am**. 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 all ~~four~~ three of the assignment questions. Submitting an incomplete assignment will result in receiving a grade of zero.**

There are three 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**.
3. The “Miscellaneous” component , pertaining to the ~~PEO~~ ~~signup~~ and directories, will be marked out of **2**.

Please carefully review the marking rubrics for all sections.

## Marking Rubric – Word

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

	<b>2</b>	<b>1</b>	<b>0</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• <i>very clear</i></li> <li>• <i>properly formatted using appropriate function in Word</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>understandable</i></li> <li>• <i>properly formatted, but not with appropriate functions in Word</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>unclear</i></li> <li>• <i>improperly formatted</i></li> <li>• <i>missing</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Title Page</b></li> <li>• <b>Page Numbering</b></li> <li>• <b>Headers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Page numbering and headers created using Word functions.</li> <li>• Format follows all assignment instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Page numbering and headers created manually.</li> <li>• Format follows assignment instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Format does not follow assignment instructions.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>Section Headings</b></li> <li>• <b>Table of Contents</b></li> </ul>	<ul style="list-style-type: none"> <li>• Headings specified in assignment instructions generated using Word <b>Styles</b>.</li> <li>• Table of contents generated automatically.</li> </ul>	<ul style="list-style-type: none"> <li>• Manual section headings and table of contents.</li> </ul>	<ul style="list-style-type: none"> <li>• No section headings or table of contents.</li> <li>• Document structure and organization are difficult to follow.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>Figures</b></li> <li>• <b>Tables</b></li> </ul>	<ul style="list-style-type: none"> <li>• All tables and figures have exceptionally thorough and well-written captions.</li> <li>• Captions are generated using Word <b>Captions</b>.</li> <li>• All tables and figures are <b>cross-referenced</b> in the text using Word <b>Captions</b>.</li> <li>• Automatic list of figures and tables.</li> <li>• Figures are appropriately sized, legible, and placed side-by-side when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Figures and tables possess descriptive captions.</li> <li>• Figures and tables are referred to in text manually.</li> <li>• Manual list of figures and tables.</li> <li>• Most figures are appropriately sized and clear.</li> </ul>	<ul style="list-style-type: none"> <li>• Some figures and tables are not referenced in text.</li> <li>• Some figure/ table captions are missing or unclear.</li> <li>• Incomplete list of figures and tables generated.</li> <li>• Figures are illegible, unclear, and inappropriately sized.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>Sample Calculation</b></li> <li>• <b>Equations</b></li> </ul>	<ul style="list-style-type: none"> <li>• Thorough and descriptive sample calculations are included.</li> <li>• Sample calculations follow recommended format.</li> <li>• All Equations are numbered and manually referred to in text.</li> <li>• Equations are generated using the equation editor in Word <b>Symbols</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Sample calculations are present.</li> <li>• Sample calculations do not follow recommended format.</li> <li>• Equations are numbered.</li> <li>• Equations are referred to in text manually.</li> <li>• Equations are not generated using the equation editor in Word <b>Symbols</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Sample calculations are missing or significantly incomplete.</li> <li>• Some equation numbers are missing.</li> <li>• Some equations are not referenced in text.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>Citations</b></li> </ul>	<ul style="list-style-type: none"> <li>• All sources cited.</li> <li>• Correct IEEE citation style.</li> <li>• Citations generated using Word <b>Citations &amp; Bibliography</b> or another citations management tool (e.g. Zotero).</li> </ul>	<ul style="list-style-type: none"> <li>• Correct IEEE citation style, formatted manually.</li> <li>• All sources cited.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect or inconsistent citation formatting.</li> <li>• Some resources are not cited.</li> </ul>	<b>/2</b>

<ul style="list-style-type: none"> <li>• <b>Descriptive text at the beginning and end of each solution</b></li> <li>• <b>Critical Evaluation of Results</b></li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate descriptive text has been included to introduce the questions and summarize the results.</li> <li>• The text is clear, concise, and thorough.</li> <li>• The required conclusions (specified in the instructions) are all present and correct.</li> </ul>	<ul style="list-style-type: none"> <li>• Marginal descriptive text has been included to introduce the questions and summarize the results.</li> <li>• The text may be wordy, partially incomplete, or somewhat unclear.</li> <li>• The required conclusions (specified in the instructions) are mostly present or partially correct.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal descriptive text has been included to introduce the question or summarize the results.</li> <li>• The text is largely incomplete or unclear.</li> <li>• The required conclusions (specified in the instructions) are missing or largely incorrect.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>General Formatting</b></li> </ul>	<ul style="list-style-type: none"> <li>• All of the following has been used: <ul style="list-style-type: none"> <li>→ size 11 Calibri font</li> <li>→ 3<sup>rd</sup> person point of view</li> <li>→ left justification</li> <li>→ spaces separate paragraphs (not indented)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Most of the following has been used: <ul style="list-style-type: none"> <li>→ size 11 Calibri font</li> <li>→ 3<sup>rd</sup> person point of view</li> <li>→ left justification</li> <li>→ spaces separate paragraphs (not indented)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None or little of the following has been used: <ul style="list-style-type: none"> <li>→ size 11 Calibri font</li> <li>→ 3<sup>rd</sup> person point of view</li> <li>→ left justification</li> <li>→ spaces separate paragraphs (not indented)</li> </ul> </li> </ul>	<b>/2</b>
<b>TOTAL</b>				<b>/14</b>

## Marking Rubric – Excel

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

	<b>2</b>	<b>1</b>	<b>0</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• <i>complete with no errors</i></li> <li>• <i>consistent, professional formatting</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>complete with some errors</i></li> <li>• <i>inconsistent formatting</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>incomplete or largely incorrect</i></li> <li>• <i>improper formatting</i></li> </ul>	
• <b>Tables (Data Entry &amp; Formulas)</b>	<ul style="list-style-type: none"> <li>• Correct data</li> <li>• Correct number of significant figures</li> <li>• Formulas used properly</li> </ul>	<ul style="list-style-type: none"> <li>• Partially incorrect data</li> <li>• Incorrect number of significant figures</li> <li>• Some formulas used correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Largely incorrect data</li> <li>• Formulas used improperly</li> </ul>	<b>/2</b>
• <b>Tables (Formatting)</b>	<ul style="list-style-type: none"> <li>• Correct columns</li> <li>• Appropriate headers</li> <li>• Correct units</li> <li>• Professional presentation of information such as:                             <ul style="list-style-type: none"> <li>→ Minimal colour</li> <li>→ No vertical lines between cells</li> <li>→ Minimal horizontal lines between cells</li> </ul> </li> <li>• Maximal white space</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable columns</li> <li>• Appropriate headers</li> <li>• Correct units</li> <li>• Poor presentation of information such as:                             <ul style="list-style-type: none"> <li>→ Unnecessary colour</li> <li>→ Vertical lines between cells</li> <li>→ Unnecessary horizontal lines between cells</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Unwanted or insufficient columns</li> <li>• No headers</li> <li>• Incorrect units</li> </ul>	<b>/2</b>
• <b>Figures (Error Bars)</b>	<ul style="list-style-type: none"> <li>• Error bars are correct</li> <li>• Error bar length varies</li> </ul>	<ul style="list-style-type: none"> <li>• Error bars are partially correct</li> <li>• Some error bars are missing</li> <li>• Error bars do not vary in length</li> </ul>	<ul style="list-style-type: none"> <li>• Error bars are missing</li> <li>• Error bars are largely incorrect</li> </ul>	<b>/2</b>
• <b>Figures (Regression Analysis &amp; Trendlines)</b>	<ul style="list-style-type: none"> <li>• All trendlines are included and correct</li> <li>• Equations of all trendlines are included with appropriate variables</li> <li>• Regression analysis is complete and correct values of slope and intercept (with standard errors) are reported</li> </ul>	<ul style="list-style-type: none"> <li>• Trendlines are included</li> <li>• Equations of trendlines are included, but partially incorrect or with inappropriate variables</li> <li>• Regression analysis is complete but values of slope and intercept (with standard errors) are partially incorrect</li> </ul>	<ul style="list-style-type: none"> <li>• Trendlines are missing</li> <li>• Equations of trendlines are largely incorrect or missing</li> <li>• Regression analysis is missing or incorrect</li> </ul>	<b>/2</b>
• <b>Descriptive Statistics</b>	<ul style="list-style-type: none"> <li>• Descriptive statistics is correct</li> </ul>	<ul style="list-style-type: none"> <li>• Descriptive statistics is incomplete or partially incorrect</li> </ul>	<ul style="list-style-type: none"> <li>• Descriptive statistics is missing or largely incorrect</li> </ul>	<b>/2</b>

<p>• <b>Figures (Formatting)</b></p>	<ul style="list-style-type: none"> <li>• All of the following has been used: <ul style="list-style-type: none"> <li>→ descriptive axis titles with units</li> <li>→ appropriate scales</li> <li>→ professional legends</li> <li>→ appropriate marker and font sizes</li> </ul> </li> <li>• All of the following has been avoided: <ul style="list-style-type: none"> <li>→ both horizontal and vertical gridlines</li> <li>→ chart titles</li> <li>→ unnecessary colour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Most of the following has been used: <ul style="list-style-type: none"> <li>→ descriptive axis titles with units</li> <li>→ appropriate scales</li> <li>→ professional legends</li> <li>→ appropriate marker and font sizes</li> </ul> </li> <li>• Most of the following has been avoided: <ul style="list-style-type: none"> <li>→ both horizontal and vertical gridlines</li> <li>→ chart titles</li> <li>→ unnecessary colour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None or little of the following has been used: <ul style="list-style-type: none"> <li>→ descriptive axis titles with units</li> <li>→ appropriate scales</li> <li>→ professional legends</li> <li>→ appropriate marker and font sizes</li> </ul> </li> <li>• None or little of the following has been avoided: <ul style="list-style-type: none"> <li>→ both horizontal and vertical gridlines</li> <li>→ chart titles</li> <li>→ unnecessary colour</li> </ul> </li> </ul>	<p><b>/2</b></p>
<b>TOTAL</b>				<b>/12</b>

## Marking Rubric – Miscellaneous

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

	<b>2</b>	<b>1</b>	<b>0</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• complete with no errors</li> <li>• consistent, professional formatting</li> </ul>	<ul style="list-style-type: none"> <li>• complete with some errors</li> <li>• inconsistent formatting</li> </ul>	<ul style="list-style-type: none"> <li>• incomplete or largely incorrect</li> <li>• improper formatting</li> </ul>	
<del>• Question 3 - PEO</del>	<del>• A screen shot of the confirmation email is included. • The screenshot includes the student's name.</del>	<del>• N/A</del>	<del>• No screenshot included or screenshot does not include the student's name</del>	<del>/2</del>
• Question 4 - Directories	<ul style="list-style-type: none"> <li>• A screen shot of the system of subfolders for APSC100 Module 2 is included.</li> <li>• The student's name is included.</li> <li>• All the folders with the correct names are included as specified in the question.</li> </ul>	• N/A	<ul style="list-style-type: none"> <li>• No screenshot included</li> <li>• Incomplete or incorrect folder setup</li> <li>• Student's name is not included</li> </ul>	/2
<b>TOTAL</b>				<b>/2</b>