

# Word and Excel Assignment Assessment

## Weight

This assignment is **worth 2%** of your final grade in APSC 101.

## Submission Instructions

This assignment is due by **Tuesday Sept. 5 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 all 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 **16**.
2. The “Excel” component, pertaining to your data analysis in Microsoft Excel, will be marked out of **14**.

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.

	<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 numbers and headers present, created using Word functions</li> <li>• Format follows assignment instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Page numbers and headers are present, but have been created manually</li> <li>• Format follows assignment instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Page numbers are not present or formatting 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 Styles</li> <li>• Table of Contents generated automatically</li> </ul>	<ul style="list-style-type: none"> <li>• Section headings and Table of Contents are present but have been generated manually</li> </ul>	<ul style="list-style-type: none"> <li>• No section headings or Table of Contents</li> <li>• Document structure is disorganized and is 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 Figures and Tables have thorough and well-written captions, generated using Word Captions</li> <li>• Automatic List of Figures &amp; Tables</li> <li>• Figures are appropriately sized &amp; legible</li> </ul>	<ul style="list-style-type: none"> <li>• All Figures and Tables have descriptive, manually generated captions</li> <li>• Manual list of Figures &amp; Tables</li> <li>• Most figures are appropriately sized &amp; clear</li> </ul>	<ul style="list-style-type: none"> <li>• Some Figures and Tables are missing captions or have unclear captions</li> <li>• List of Figures &amp; Tables is incomplete</li> <li>• Figures are illegible, unclear or inappropriately sized.</li> </ul>	<b>/2</b>
<ul style="list-style-type: none"> <li>• <b>Cross referencing</b></li> </ul>	<ul style="list-style-type: none"> <li>• All Tables &amp; Figures are cross-referenced in text using Word Captions</li> </ul>	<ul style="list-style-type: none"> <li>• All Figures &amp; Tables are cross-referenced in text manually</li> </ul>	<ul style="list-style-type: none"> <li>• Some Figures &amp; Tables are not referenced in text</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, following recommended format</li> <li>• All equations are numbered and manually referred to in text</li> <li>• Equations are generated using equation editor in Word Symbols</li> </ul>	<ul style="list-style-type: none"> <li>• Sample calculations are presented but do not follow recommended format</li> <li>• Equations are numbered and manually referred to in text</li> <li>• Equations are not generated using the equation editor in Word Symbols</li> </ul>	<ul style="list-style-type: none"> <li>• Sample calculations are missing steps or missing completely.</li> <li>• Some equations are missing numbers</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 are cited using IEEE style</li> <li>• Citations &amp; bibliography generated using Word Citations (or Zotero or equivalent citation software) Note that no citation management tool is perfect, you may need to manually correct citations that are generated.</li> </ul>	<ul style="list-style-type: none"> <li>• All sources are cited using IEEE style</li> <li>• Citations are manually formatted</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect or inconsistent citation formatting</li> <li>• Some resources used are not cited</li> </ul>	<b>/2</b>

<ul style="list-style-type: none"> <li>• <b>Descriptive text at the beginning and end</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 scenario and summarize the results.</li> <li>• The text is clear, concise and thorough</li> <li>• The required conclusions are all present and well-argued</li> </ul>	<ul style="list-style-type: none"> <li>• Marginal descriptive text has been included to introduce the scenario and summarize the results</li> <li>• Text is not concise, partially incomplete or somewhat unclear</li> <li>• Required conclusions are mostly present or argued with some flaws</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal descriptive text has been included to introduce the scenario or summarize the results</li> <li>• The text is largely incomplete or unclear</li> <li>• The required conclusions are missing or poorly argued</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/full 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/full 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/full justification</li> <li>- Spaces separate paragraphs (not indented)</li> </ul> </li> </ul>	<b>/2</b>
<b>TOTAL</b>				<b>/16</b>

## Marking Rubric – Excel

Please note that all 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>• Data is accurate</li> <li>• Data is presented with significant figures consistent with questions</li> <li>• Formulas have been used properly</li> </ul>	<ul style="list-style-type: none"> <li>• Data has some errors</li> <li>• Significant figures are consistent in most numbers</li> <li>• Some formulas have been used properly</li> </ul>	<ul style="list-style-type: none"> <li>• Data is largely inaccurate</li> <li>• Significant figures are inconsistent</li> <li>• Formulas used improperly</li> </ul>	<b>/2</b>
• <b>Tables (Formatting)</b>	<ul style="list-style-type: none"> <li>• Columns are presented with appropriate headers and units</li> <li>• Professional presentation of information such as:                             <ul style="list-style-type: none"> <li>- Minimal Colour</li> <li>- Minimal vertical lines between cells</li> <li>- Minimal horizontal lines between cells</li> </ul> </li> <li>• White space has been maximized</li> </ul>	<ul style="list-style-type: none"> <li>• Columns are presented with mostly appropriate headers and units</li> <li>• Poor presentation of information such as:                             <ul style="list-style-type: none"> <li>- Unnecessary Colour</li> <li>- Many vertical lines between cells</li> <li>- Unnecessary horizontal lines between cells</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tables are presented with extra unwanted columns or missing columns</li> <li>• Headers are not included or are a misrepresentation of data</li> <li>• Units are missing or incorrect</li> </ul>	<b>/2</b>
• <b>Figures (Error Bars)</b>	<ul style="list-style-type: none"> <li>• Error bars are made with the correct equation, varying in length</li> </ul>	<ul style="list-style-type: none"> <li>• Error bars are present, but do not reflect the values from the error equation</li> </ul>	<ul style="list-style-type: none"> <li>• Error bars are not present</li> </ul>	<b>/2</b>
• <b>Figures (Trendlines)</b>	<ul style="list-style-type: none"> <li>• All trendlines are present and correct</li> <li>• Equations of all trendlines are present</li> </ul>	<ul style="list-style-type: none"> <li>• Trendlines are present</li> <li>• Equations are present, but are partially incorrect</li> </ul>	<ul style="list-style-type: none"> <li>• Trendlines are missing</li> <li>• Equations are missing or entirely incorrect</li> </ul>	<b>/2</b>
• <b>Figures (Regression Analysis)</b>	<ul style="list-style-type: none"> <li>• Regression analysis is complete, reporting correct values for slope and intercept with their standard errors</li> </ul>	<ul style="list-style-type: none"> <li>• Regression analysis is complete, but reported values of slope or intercept are partially incorrect</li> </ul>	<ul style="list-style-type: none"> <li>• Regression analysis has not been completed/reported</li> </ul>	<b>/2</b>
• <b>Figures (Residual plot)</b>	<ul style="list-style-type: none"> <li>• Residual plot has been produced, and is used to discuss accuracy in conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Residual plot has minor errors in labeling or interpretation in conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Residual plot is missing, incorrect or misinterpreted</li> </ul>	<b>/2</b>
• <b>Figures (Formatting)</b>	<ul style="list-style-type: none"> <li>• Figures include all of the following:                             <ul style="list-style-type: none"> <li>- Descriptive axis titles with units</li> <li>- Appropriate Scales</li> <li>- Professional Legends (Overlap Plot)</li> <li>- Appropriate Marker and font sizes</li> </ul> </li> <li>• Figures avoid all of the following                             <ul style="list-style-type: none"> <li>- Both horizontal &amp; vertical gridlines</li> <li>- Chart Titles</li> <li>- Unnecessary Colour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Figures include most of the following:                             <ul style="list-style-type: none"> <li>- Descriptive axis titles with units</li> <li>- Appropriate Scales</li> <li>- Professional Legends (Overlap Plot)</li> <li>- Appropriate Marker and font sizes</li> </ul> </li> <li>• Figures avoid most of the following                             <ul style="list-style-type: none"> <li>- Both horizontal &amp; vertical gridlines</li> <li>- Chart Titles</li> <li>- Unnecessary Colour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Figures include most of the following:                             <ul style="list-style-type: none"> <li>- Descriptive axis titles with units</li> <li>- Appropriate Scales</li> <li>- Professional Legends (Overlap Plot)</li> <li>- Appropriate Marker &amp; font sizes</li> </ul> </li> <li>• Figures avoid most of the following                             <ul style="list-style-type: none"> <li>- Both horizontal &amp; vertical gridlines</li> <li>- Chart Titles</li> <li>- Unnecessary Colour</li> </ul> </li> </ul>	<b>/2</b>
<b>TOTAL</b>				<b>/14</b>