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| Spreadsheet Rubric |
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| ***Standard #1: Is able to accurately and effectively utilize information in an existing spreadsheet***

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| 4 | Demonstrates mastery over the process of utilizing spreadsheet information. |
| 3 | Carries out the use of spreadsheet information without significant error |
| 2 | Makes significant errors when using spreadsheet information |
| 1 | Makes critical errors when using spreadsheet information |

***Standard #2: Is able to accurately create a new spreadsheet***

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| 4 | Demonstrates mastery over the process of creating a spreadsheet |
| 3 | Carries out the creation of a new spreadsheet without significant error |
| 2 | Makes significant errors when creating a spreadsheet |
| 1 | Makes critical errors when creating a spreadsheet |

***Standard #3: Is able to create graphs from spreadsheet data***

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| 4 | Demonstrates mastery over the process of creating graphs from a spreadsheet |
| 3 | Carries out the creation of graphs from a spreadsheet without significant error |
| 2 | Makes significant errors when creating graphs from a spreadsheet |
| 1 | Makes critical errors when creating graphs from a spreadsheet |

***Standard #4: Is able to effectively utilize appropriate storage devices to save and retrieve files***

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| 4 | Demonstrates a high level of skill when utilizing storage devices |
| 3 | Carries out the use of storage devices without significant error |
| 2 | Makes significant errors when using storage devices |
| 1 | Makes critical errors when using storage devices |

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