

## Google Sheets Rubric

Possible Uses: This rubric is intended as a way to assess participants’ skills and understanding of how to use Google Sheets (the spreadsheet program in Google Drive). While many CTEP sites already have curriculum for Microsoft Excel (which is very similar to Sheets) and there is an Excel Northstar assessment, Excel can be expensive (depending on what kind of device participants have), while Google Sheets is free, and can be used on computers and on mobile devices. The following rubric is an adaptation of the skills assessed in the Excel Northstar assessment – creating, navigating, and formatting worksheets, and displaying and analyzing data.

Skills Practiced	Standards	Proficient/Needs Improvement
<b>Navigating Google Sheets to open, name and save workbooks in order to organize files.</b>	1. Open and close a Sheet.	
	2. Save a Sheet, being intentional about name and location.	
<b>Using the Microsoft Excel toolbar to format text in a sheet and organize data.</b>	3. Identify parts of Sheets screen: Toolbar, formula bar, active cell, name box, column letter, row number.	
<b>Identifying the active cells in a Sheet in order to apply formatting.</b>	4. Locate a specific cell.	
	5. Enter data in a cell.	
	6. Copy and move cell entries.	
<b>Analyzing and displaying data using Sheets formulas and charts.</b>	7. Format cells and text: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.)	
	8. Create headings and	

	freeze them.	
	9. Insert and delete rows and columns.	
	10. Adjust row and column size.	
	11. Identify worksheet tabs, create a new tab, rename tabs, and rearrange tabs.	
	12. Write a formula in the formula bar (-, +, *, /).	
	13. Select a range.	
	14. Use formulas and understand differences between them (Sum, Average, etc).	
	15. Sort (least to greatest, alphabetically, etc.) and filter data.	
	16. Insert a chart to display data.	
<b>Printing readable Sheets by choosing page orientation.</b>	17. Select a print area, choose page orientation, and print.	

Total:

Passing: Yes/No

*Passing = At Least 14/17 proficient (82%)*