**Complete Lab 1: Summit Ridge Mountain Resort: Village Shops.**

**Be sure to review the tutorials at the end of this week's lesson, in combination with the content of your assigned readings. These will provide you with the necessary tools to customize the Week 1 Summit Ridge Mountain Resort Student file located in the Lab Overview page.**

**Submit your lab Excel file. Be sure to follow the proper file naming conventions included in your Syllabus (i.e., Doe\_J Week1 Lab.xlsx).**

**NOTE:  If you'd like to get a personal copy of Office 2016 follow the** [**Instructions - How to get your copy of Office 2016 (Links to an external site.)Links to an external site.**](https://lms.devry.edu/lms/CourseExport/files/67af2d4f-7927-4ef7-9dd2-b5ca9062e1d9/Office2016_CourseRelatedSoftware.pdf)

**Rubric**

**BIS155 Wk1 lab rubric**

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| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| **This criterion is linked to a Learning Outcome 1 Documentation sheet** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.0 pts**  **Full Marks - formatted professionally** | **4.0 pts**  **correct content** | **2.0 pts**  **rename sheet** | **1.0 pts**  **insert sheet** | **0.0 pts**  **No Marks** | | **6.0 pts** |
| **This criterion is linked to a Learning Outcome 2 Calculations** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **18.0 pts**  **Full Marks - Remaining Profit** | **15.0 pts**  **Profit to Date** | **12.0 pts**  **Avg Profit** | **9.0 pts**  **Total Profit** | **6.0 pts**  **Total Sales** | **3.0 pts**  **Net Price** | **0.0 pts**  **No Marks** | | **18.0 pts** |
| **This criterion is linked to a Learning Outcome 3 Formatting** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **15.0 pts**  **Full Marks - Currency** | **12.0 pts**  **Borders** | **10.0 pts**  **Font Size/Color** | **8.0 pts**  **Wrap Text** | **4.0 pts**  **Center Title** | **0.0 pts**  **No Marks** | | **15.0 pts** |
| **This criterion is linked to a Learning Outcome 4 Professional Appearance** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **16.0 pts**  **Full Marks - Orientation** | **13.0 pts**  **Custom Header** | **8.0 pts**  **Hide Cols** | **4.0 pts**  **Tab Color/Names** | **0.0 pts**  **No Marks** | | **16.0 pts** |
| **This criterion is linked to a Learning Outcome Comment in Dropbox** | |  |  | | --- | --- | | **5.0 pts**  **Full Marks** | **0.0 pts**  **No Marks** | | **5.0 pts** |
| **Total Points: 60.0** | | | |