

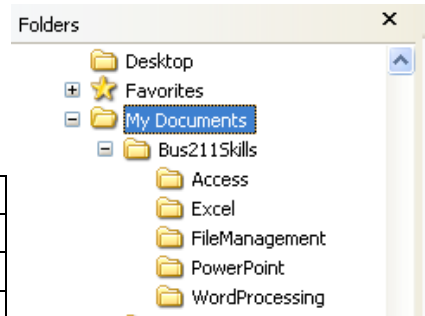
BUS 211 Skill Self-Evaluation Scoring

This document provides you with an idea of what you should have been able to accomplish in each task in the BUS 211 entry skills worksheet and the Excel entry skills test. It will provide you with a self-assessment of both the skills and proficiency (time needed) required for success in BUS 211.

For the most part, you will know whether or not you accomplished the tasks correctly. Did the file structure you completed look like the sample or the answer? Did you or your friend receive the email with its attachment? "Solution" images given below will help you determine if you did a task correctly or not .

File Management Tasks

- 1. Create folders for file structure:** I placed the desired file structure within Bus211Skills folder in My Documents as shown at the right. Consult the table for as assessment of your time.



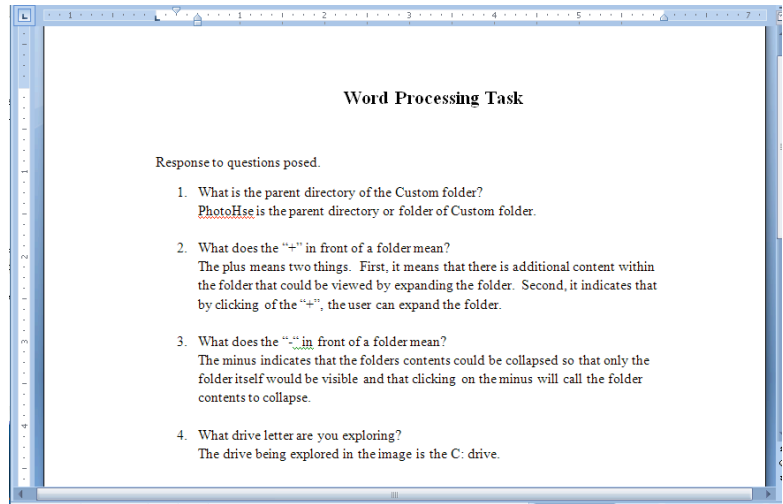
Time Range	Evaluation
< 3 Minutes	Very Proficient
3 to 6 Minutes	Proficient
> 6 Minutes	Not Proficient

- 2. Copy & Rename File:** Use the following table to evaluate your skill level.

Time Range	Evaluation
< 2 Minutes	Very Proficient
2 to 3 Minutes	Proficient
> 3 Minutes	Not Proficient

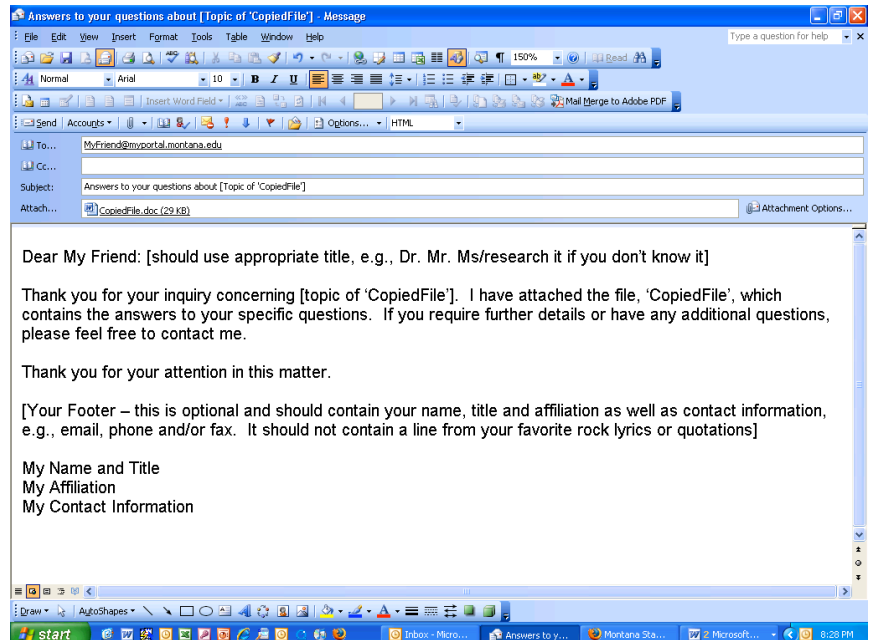
Word Processing Task:

The illustration at the right shows a document meeting the specifications. Please note margins as specified. Questions are reproduced in the answer and then answered using complete sentences. No obvious spelling or grammar errors indicated by underlines. For times, consult the table below.



Time Range	Evaluation
< 6 Minutes	Very Proficient
6 to 12 Minutes	Proficient
> 12 Minutes	Not Proficient

Email Task: Use the following table to evaluate your performance.



Time Range	Evaluation
< 2 Minutes	Very Proficient
2 to 4 Minutes	Proficient
> 4 Minutes	Not Proficient

Excel Tasks:

1. **Formatting:** There are many acceptable formats that could be used on the sheet. The illustration below meets the three criteria: all data visible, currency formats and some use of bolds, lines, and color to emphasize headings.

BUS 211 Excel Tasks - Formats							
Special Pricing		Value	Name				
Discount rate for order quantities > 50		5%	DiscRate				
Discount Quantity		100	DiscQty				
Order Table							
Customer	Product	Shipping	Price	Qty	Price*Qty	Discount	Total
Adler Planetarium	Solar Mobile	Express	\$ 11.95	150	\$ 1,792.50	\$ 89.63	\$ 1,702.88
Brulez, Emily	Night Disks	Express	\$ 9.50	26	\$ 247.00	\$ -	\$ 247.00
Castleman, Doug	Solar Mobile	Standard	\$ 11.95	5	\$ 59.75	\$ -	\$ 59.75
Cheung, Delia	Night Disks	Standard	\$ 9.50	40	\$ 380.00	\$ -	\$ 380.00
Darbro, Heather	Night Disks	Standard	\$ 9.50	12	\$ 114.00	\$ -	\$ 114.00
Gerde, Edmond	Planet Cards	Express	\$ 4.95	45	\$ 222.75	\$ -	\$ 222.75
Hawthorne Academy	Night Disks	Standard	\$ 9.50	10	\$ 95.00	\$ -	\$ 95.00
Hayashiguchi Standard	Solar Mobile	Standard	\$ 11.95	125	\$ 1,493.75	\$ 74.69	\$ 1,419.06
Hayes, Doug	Solar Mobile	Standard	\$ 11.95	2	\$ 23.90	\$ -	\$ 23.90
Lewis Museum	Planet Cards	Standard	\$ 4.95	250	\$ 1,237.50	\$ 61.88	\$ 1,175.63
Macey, Darrel	Solar Mobile	Standard	\$ 11.95	20	\$ 239.00	\$ -	\$ 239.00
Toki Middle School	Night Disks	Standard	\$ 9.50	60	\$ 570.00	\$ -	\$ 570.00
UTC Enterprises	Solar Mobile	Express	\$ 11.95	250	\$ 2,987.50	\$ 149.38	\$ 2,838.13
Wright Elementary	Solar Mobile	Express	\$ 11.95	25	\$ 298.75	\$ -	\$ 298.75

Use the following table to evaluate your Excel formatting performance.

Time Range	Evaluation
< 5 Minutes	Very Proficient
5 to 10 Minutes	Proficient
> 10 Minutes	Not Proficient

2. **Formulas:**

The image to the right shows columns F through G with the formulas. Rows 8 - 17 were hidden to save space. We're looking for the entry of formulas like =D6*E6 or =F6+G6. The Tax Rate in cell G3 needs to be treated as an absolute cell reference to allow you to copy the formula from G6 and paste it to G7:G19 without error.

Alternatively, you could have named G3 and then used the name in the formula in place of \$G\$3. Finally, we're looking for usage of the Sum() function to total the columns.

3	Tax Rate:	0.035	
5	Price*Qty	Tax	Total
6	=D6*E6	=G\$3*F6	=F6+G6
7	=D7*E7	=G\$3*F7	=F7+G7
18	=D18*E18	=G\$3*F18	=F18+G18
19	=D19*E19	=G\$3*F19	=F19+G19
20	=SUM(F6:F19)	=SUM(G6:G19)	=SUM(H6:H19)

Use the following chart to evaluate your Excel formula skills.

Time Range	Evaluation
< 3 Minutes	Very Proficient
3 to 5 Minutes	Proficient
> 5 Minutes	Not Proficient

3. **Charting:**

Use the table below to evaluate your Excel Charting Skills.

Time Range	Evaluation
< 3 Minutes	Very Proficient
3 to 8 Minutes	Proficient
> 8 Minutes	Not Proficient

Power Point Task

The image at the right contains an illustration Power Point with a title page, style, bullet points, chart, and a couple of images. Use the table below to evaluate your PowerPoint skills.

Time Range	Evaluation
< 5 Minutes	Very Proficient
5 to 10 Minutes	Proficient
> 10 Minutes	Not Proficient



Self-Evaluation Scoring:

Count any error in performing a task (e.g. could not attach file to email) and any task time (e.g. spent 20 minutes trying to format Excel spreadsheet) as one point in your Score. (Spending a long time on a task and getting it wrong would add two points to your Score.)

Use the following as a guideline to your present skills.

Score	Skill Assessment
0 – 2	You are ready to enter BUS 211.
3 – 5	You are marginally ready to enter BUS 211. You should work on improving your skills in the areas where you had difficulty or took too much time.
5 or more	You need to build your computer/ MS Office skills before attempting BUS 211. You may do this through self-study, various on-line computer tutorials, or by enrolling in CS 150. A “C” or better in CS 150 satisfies the skill prerequisite for BUS 211.