

Space Budget Criteria (*What I am looking for*):

- Organize Kirk's financial data into an Excel spreadsheet. (2 marks)
- Organize information into Earnings and Deductions groups. (4 marks)
- Provide total amounts for Deductions - monthly and total. (4 marks)
- Provide total amounts for Gross/Net earnings - monthly and total. (4 marks)
- Stylize information for legibility. (4 marks)
 - o Headings
 - o Font types and sizes
 - o Colours
 - o Information placement
- Proper file name. (1 mark)
 - o Ex. SmithBobCaptain
- Hand in via email or AirDrop. (1 mark)

Category: **Assignments**

Total Value: **20 marks**