

**Word Lesson****5****Challenge Yourself Project  
11 Organize Information****R**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Created a table with 5 columns and 11 rows			
Labeled the columns: <i>Student</i> , <i>Quiz 1</i> , <i>Quiz 2</i> , <i>Test</i> , and <i>Homework</i>			
Entered the information from the data file Grades.docx into the table			
Inserted a column to the right side of the table			
Labeled the new column <i>Average</i>			
Determined the average grade for each student by adding the four grades and dividing by four			
Entered the average grade for each student into the Average column			
Formatted the table so it is clear and easy to read			
Saved the document as Grades-[your first initial and last name]11			