

**Excel Unit****2****Portfolio Project  
2 Calculate Paychecks**

**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>
Opened your worksheet from Part 1			
Calculated the total hours each person worked and placed in Total Hours column			
Created a formula to find how much each person earned and placed in Paycheck column			
Used an hourly rate of \$8.50			
Calculated the total payroll for the week			
Applied the Currency style to the Paycheck column			
Carefully proofread your worksheet and made necessary corrections			
Followed teacher's instructions for naming the file and saved your worksheet to your Portfolio Folder			