

**Excel Unit** **2** **Portfolio Project**  
**1 Create a Payroll Record**



**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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created a worksheet			
Listed the names in cells A2 through A5			
Starting at B1, labeled the columns with the days of the week			
Labeled the next two columns <i>Total Hours</i> and <i>Paycheck</i>			
Adjusted column width as necessary			
Bolded the column heads			
Added borders to the row and column heads			
Used the information from the data file Hours.docx to fill in the payroll record			
Printed your worksheet, proofread it carefully, and made necessary corrections			
Followed your teacher's instructions for naming the file and saved your worksheet to your Portfolio Folder			