

**Advanced Excel Lesson 1 Challenge Yourself Project 10 Monitor Donation Totals**



**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
Opened your Zoo-9 file			
If necessary, chose Data>List>Convert to Range to remove the list			
Added a Watch Window for cell C27			
Changed all of the donations that are less than \$30 to \$30			
Made sure the changes were reflected in the Watch Window			
Double-checked your work			
Saved the workbook as Zoo-[your first initial and last name]10			