

**Advanced Excel Lesson 4 Challenge Yourself Project 10 Monitor Sales**



**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 the XML data file Month1.xml in Excel			
Dragged each element from the XML Source task pane into the worksheet			
Hid the border of the inactive lists			
Double-checked your work			
Saved the workbook as e4rev-[your first initial and last name]10			
Closed the file			