

**Advanced Excel Lesson 4 Challenge Yourself Project 11 Find Total 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 data file Summer.xls			
On the first sheet, found the total sales for the first month			
On the second sheet, found the total sales for the second month			
On the third sheet, found the total sales for the third month			
On the fourth sheet, created a formula to find the total sales for the summer			
Double-checked your work			
Saved the workbook as Summer-[your first initial and last name]11			