

Advanced Excel Lesson 4 Challenge Yourself Project 9 Set up Your Supplies



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 Carwash.xls			
Filled in column A with a list of supplies			
Filled in column B with zeros			
Created a total for the month			
Saved the workbook as a template			
Created a workbook based on the template			
Complete the workbook for the first month			
Double-checked your work			
Saved the original workbook as Carwash-[your first initial and last name]9			
Saved the template as e4rev-[your first initial and last name]9			