Name _____ Period _____ Date_____

Word Unit 1) **Lesson 5** Challenge Yourself Project 10 Organize Information R

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 table with 5 columns and 11 rows			
Labeled the columns: *Student*, *Quiz 1*, *Quiz 2*, *Test*, and *Homework*			
Entered the information from the data file Grades into the table			
Inserted a column to the right side of the table			
Labeled the new column *Average*			
Determined the average grade for each student by adding the four grades and dividing by four			
Entered the average grade for each student into the Average column			
Formatted the table so it is clear and easy to read			
Saved the document as Grades-[your first initial and last name]10			