

**Advanced Word Lesson 2** Challenge Yourself Project 10 Art Supply Inventory



**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 five columns			
In the first column, listed ten items found in an art supply store			
In the second column, listed a stock number for each item			
In the third column, listed the shelf number where the item is located			
In the fourth column, listed the department			
Left the fifth column blank to record the number of items in stock			
Sorted the list by department, and then by item			
Created headings for each column			
Created a heading for the entire table, merging cells and inserting new rows as necessary			
Saved the document as w2rev-[your first initial and last name]10			