

**Excel  
Unit 1**

**Making Connections  
Calculate Percentages**



**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
In new workbook, keyed <i>Employee Names</i> in cell A1			
Keyed 10 names in cells A2 through A11			
Keyed the column headings in cells B1 through E1 and adjusted column width			
In cells B2 through B11, keyed the total sales using numbers between 15,000 and 30,000			
Applied the Currency style to the numbers in column B			
In cell C2, keyed a formula that calculated 5% of the first employee's total sales			
Copied the formula to cells C3 to C11			
In cell D2, keyed a formula that calculated 10% of the first employee's total sales			
Copied the formula to cells D3 to D11			
In cell E2, keyed a formula that calculated 15% of the first employee's total sales			
Copied the formula to cells E3 to E11			