

**Excel
Unit 1**

**Portfolio Project
2 Calculate Paychecks**



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 your worksheet from Part 1			
Calculated the total hours each person worked			
Created a formula to find how much each person earned			
Used an hourly rate of \$6.50			
Calculated the total payroll for the week			
Placed the formulas in the correct cells			
Applied the Currency style to the paycheck column			
Carefully proofread your worksheet and made necessary corrections			
Saved your worksheet to your Portfolio Folder			