

**Excel
Unit 1**

**Portfolio Project
3 Keep Track of Your Work**



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 new Excel worksheet			
Labeled each column and row correctly			
Used the data from the Lawns.doc data file to fill in your worksheet			
Applied the Currency style to the numbers you entered			
Adjusted column width as necessary			
In the last column, calculated the total for each customer			
At the bottom of your worksheet, added a row labeled <i>Total per Service</i>			
Calculated the total per service and the total revenue			
Used borders, shading, and bolding to make your worksheet more readable			
Carefully proofread your worksheet and made necessary corrections			
Saved your worksheet to your Portfolio Folder			