

Excel Unit 1 **Lesson 2** **Challenge Yourself Project 10 Look Ahead**



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 the workbook you created in Project 9			
Added a column to the worksheet named <i>Number of sandwiches sold per day</i>			
Filled in the new column using information in the data file Sandwich.doc			
Added another column named <i>Filling needed per week</i>			
In the new column, entered how much of each filling the shop needs for one week			
Double-checked your work			
Saved the workbook as e2rev-[your first initial and last name]10			