

Excel Unit 1 **Lesson 2** **Challenge Yourself Project 11 Add Products**



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 10			
Inserted two new rows between <i>Chicken</i> and <i>Veggies</i>			
Named the rows for the two new sandwiches			
Filled in the cells in each new row using the information in the data file <i>Sandwich.doc</i>			
Used the other rows as models when inputting your numbers			
Used AutoSum to calculate the total for each column			
Double-checked your work			
Saved the workbook as e2rev-[your first initial and last name]11			