

Excel Unit 1 **Lesson 2** **Challenge Yourself Project 9 Track Inventory**



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 workbook			
Used information in the data file Sandwich.doc to fill in the worksheet			
Listed the types of sandwiches in one column			
Entered the number of ounces per sandwich in the second column			
Showed how much of each filling the shop currently has available in the third column			
Gave each column an appropriate name			
Double-checked your work			
Saved the workbook as e2rev-[your first initial and last name]9			