

Excel Unit 1 **Lesson 5** **Challenge Yourself Project 10 Organize Your Music Collection**



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 worksheet			
Included columns for your five favorite artists			
Labeled the following rows: <i>Type of music, CDs I own, and Favorite song</i>			
Filled in the worksheet			
Double-checked your work			
Selected the column for your favorite artist			
Set this column as the print area			
With your teacher's permission, printed this column			
Saved the worksheet as e5rev-[your first initial and last name]10			