

Excel Unit 1 **Lesson 5** **Challenge Yourself Project 9 Keep Track of Your Time**



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			
Created a column for each week			
Created a row for each of the six categories listed in the activity			
Filled in the hours for each week			
Double-checked your work			
Changed the left and right margins to 1 inch			
Changed the orientation to landscape			
Added a footer and a header			
With your teacher's permission, printed the workbook			
Saved the workbook as e5rev-[your first initial and last name]9			