

**Excel
Unit 2**

**Portfolio Project
1 Create a Template**



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 template for the newsletter			
Included your company's name, address, telephone number, and Internet address			
Formatted the company name and address in larger type			
Included clip art or another graphic			
Rotated, cropped, and resized the graphic to fit the heading			
Included a table with 3 rows for names of stocks and 5 columns for daily stock quotations			
Keyed the five business days of the week in question as the column headers			
Formatted the column headings in boldface or a larger size			
Double-checked your work			
Saved the template to your Portfolio Folder			

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