Name _____ Period _____ Date_____

| Excel Unit 2 | Portfolio Project 4 Protect the Work | R |

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 that you created in Project 3			
Enabled worksheet protection			
Set a password to open			
Set a password to modify			
Checked to make sure you could not modify any data in the worksheet			
Checked that a password was required to open			
Checked that a password was required to modify			
Stored the passwords in a safe place			
Checked to make sure both of your passwords are active			
Printed the worksheet			
Saved the workbook to your Portfolio Folder			

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