

Excel Unit 2 **Lesson 1** **Challenge Yourself Project 10 Monitor Donation Totals**



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 your Zoo-9 file | | | |
| If necessary, chose Data>List>Convert to Range to remove the list | | | |
| Added a Watch Window for cell C27 | | | |
| Changed all of the donations that are less than \$30 to \$30 | | | |
| Made sure the changes were reflected in the Watch Window | | | |
| Double-checked your work | | | |
| Saved the workbook as Zoo-[your first initial and last name]10 | | | |