

**Excel Unit 2** **Lesson 1** **Challenge Yourself Project 9 Organize a Donations Workbook**



**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 Zoo data file			
Saved the workbook as Zoo-[your first initial and last name]9			
Created a list			
Sorted the donations in ascending order			
Double-checked your work			