

**Excel
Unit 2**

Lesson 2

**Challenge Yourself Project
9 Identify Accounts**



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 Due			
Identified which accounts in the workbook are past due			
Used conditional formatting to format past-due amounts			
Applied light yellow shading to the past-due amounts that are more than \$500			
Double-checked your work			
Saved the workbook as Due-[your first initial and last name]9			