

Excel Unit 2 **Lesson 3** **Challenge Yourself Project 9 Protect an Expenses Worksheet**



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 Baseball			
Set a password to modify the current password: <i>supplies1</i>			
Saved the workbook as Baseball-[your first initial and last name]9			