

Excel Unit 2 **Lesson 5** **Challenge Yourself Project 10** **Customize a Menu Bar**



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
Created a new menu called <i>Worksheets</i>			
From the Edit category, added <i>Delete Sheet</i> to the new menu			
From the Insert category, added <i>Worksheet</i> to the new menu			
From the Tools category, added <i>Protect Sheet</i> to the new menu			
If possible, took a screenshot of the Menu bar			
Closed the file			