

**Excel Unit 2** **Lesson 5** **Challenge Yourself Project 11 Create Shortcuts**



**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 worksheet			
Created a macro to insert a worksheet			
Created a macro to change the Font Size to 12			
Created a macro to AutoFit columns			
Tested the first macro to make sure it worked			
Tested the second macro to make sure it worked			
Tested the third macro to make sure it worked			
Saved the workbook as e5rev-[your first initial and last name]11			

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