Name _____ Period _____ Date_____

Excel Unit 2 · Lesson 5 · Challenge Yourself Project 9 Customize a Toolbar   R

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
From the Edit category, added a *Clear Contents* button to the Formatting toolbar			
From the Edit category, added a *Clear Formatting* button to the Formatting toolbar			
If possible, took a screenshot of the toolbar			
Closed the file			