Name _____ Period _____ Date_____

Advanced Excel Unit **1**

**Portfolio Project
2 Make Your First Report**

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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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Created a new Excel workbook based on your template			
Clicked the first cell in the row containing the dates			
Imported data from the data file Quotes.txt			
Checked to make sure you imported the data in the right place			
Made sure the five business days are formatted as dates			
Made sure the stock quotations are formatted as numbers with two decimal places			
Made any necessary text or formatting changes to your table			
Made sure the chart based on the table contains the correct information			
Saved the workbook to your Portfolio Folder			