

Excel Lesson**3****Challenge Yourself Project
10 Format a Sales Worksheet****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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Opened your workbook from Project 9			
Increased the font size for column and row labels			
Used a different color for each month			
Added the title <i>Quarterly Sales</i>			
Centered the new title across three cells			
Applied an appropriate format to the title			
Double-checked your work			
Keyed a paragraph below the table that describes how the formatting changes add to the reliability of the worksheet			
Saved the workbook as e3rev-[your first initial and last name]10			