

Unit 2

Lesson 4

Challenge Yourself Project 9 Protect an Expenses Worksheet



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 the data file Baseball.xlsx			
Set a password to modify the document's current password			
Used the password 123supplies to replace the current password			
Saved the workbook as Baseball-[your first initial and last name]9			
Opened a new Word document			
Keyed a paragraph describing the differences a password to open a file and a password to modify a file			
Identified when to set a password to open a file			
Identified when to set a password to modify a file			
Described three rules to follow when selecting a password			