

Excel Unit**2****Portfolio Project
4 Create a Chart**

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 workbook you created in Project 3			
Sorted data so that your best customers are at the top			
Selected cells A1 to E11			
Created a column chart that showed the totals for each service for each customer			
Added a title <i>Customer Totals</i> to the chart			
Added vertical and horizontal axis labels			
Positioned the chart below the data			
Adjusted the size of the chart so that it is readable			
Carefully proofread your worksheet and made necessary corrections			
Followed your teacher's instructions for naming the file and saved your worksheet to your Portfolio Folder			