Name _____ Period _____ Date_____

Excel Unit 2 — Portfolio Project 3 Keep Track of Your Work

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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.

Criteria	Student Checklist Completed	Not Completed	Teacher Evaluation Comments
Created a new worksheet			
Created columns for the six different types of services			
Entered the data from the Lawns.docx data file			
Applied the Currency style to the numbers you entered and adjusted column width as necessary			
In the last column, calculated the total for each customer			
Added a row labeled *Total per Service*			
Calculated the total per service and the total overall revenue			
Used borders, shading, and bolding to make your worksheet more readable			
Proofread and made necessary corrections			
Followed your teacher's instructions for naming the file and saved your worksheet to your Portfolio Folder			