

Advanced Excel Lesson

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Before You Begin Reflect



Directions: After you have finished the projects, 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 Word document.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Explained how data validation can help you better organize and quickly manage data			
Identified something that you have had to organize			
Described the strategies you used to complete the task			
Listed other ways Excel can be used to organize data logically			
Proofread and checked spelling in your document			