

**Advanced
Excel Lesson****1****Challenge Yourself Project
9 Organize a Donations
Workbook**

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 Zoo.xlsx data file			
Created a table			
Sorted the donations in ascending order			
Converted the table to a range of data			
Double-checked your work			
Saved the workbook as Zoo-[your first initial and last name]9			