

**Advanced
Excel Lesson****3****Challenge Yourself Project
10 Format Customer Numbers**

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 your Due-9 workbook			
Created a custom format to add the letter <i>C</i> to the beginning of each customer number			
Added five new customers to the worksheet			
Assigned the five new customers new customer numbers			
Double-checked your work			
Saved the workbook as Due-[your first initial and last name]10			