

**Advanced  
Excel Lesson****3****Challenge Yourself Project  
9 Identify Accounts**

**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.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Opened the workbook Due.xlsx			
Identified which accounts in the workbook are past due			
Used conditional formatting to format past-due amounts			
Applied light red fill with dark red text to accounts that owe more than \$500			
Applied yellow fill with dark yellow text to the past-due amounts that are between \$250 and \$499			
Double-checked your work			
Saved the workbook as Due-[your first initial and last name]9			