

**Advanced
Excel Lesson****4****Before You Begin
Reflect****R**

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			
Identified the ways you can control access to a workbook			
Explained how you can use Track Changes in your daily activities			
Described how merging workbooks can help you manage your time			
Proofread and checked spelling in your document			