

**Advanced  
Excel Lesson****4****Challenge Yourself Project  
10 Work Collaboratively****R**

**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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Opened your Baseball-9 workbook			
Used Compare and Merge Workbooks to merge our Baseball-9 workbook with the data file Baseball-9-copy			
Saved the merged file as Baseball-[your first initial and last name]10			
Opened a new Word document			
Listed the steps necessary to compare and merge workbooks			
Double-checked your work			