

Advanced Excel Lesson 4 Challenge Yourself Project 11 Choose Which Changes to Keep



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-10 workbook			
Turned on Track Changes			
Accepted the first three changes in the workbook			
Rejected the final change in the workbook			
Opened a new Word document			
Keyed a paragraph explaining what happens when the pointer is rested over a changed cell when Track Changes is on			
Explained what happens when a change to a cell is rejected			
Double-checked your work			
Saved the workbook as Baseball-[your first initial and last name]11			