

**Advanced
Excel Lesson****5****Challenge Yourself Project
10 Create Shortcuts**

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
Created a new worksheet			
Created a macro to insert a worksheet			
Created a macro to change the Font Size to 12			
Created a macro to add a blank row or column			
Created a macro for a keyboard shortcut and named the macro			
Tested the macros			
Opened a new Word document			
Keyed a paragraph identifying how the shortcut makes it easier to complete the assigned task			
Saved the workbook as adv-e5rev-[your first initial and last name]10			