

**Advanced
Excel Lesson****5****Challenge Yourself Project
9 Set Up Your Supplies****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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Opened the data file Carwash.xlsx			
Filled in column B with zeros			
Created a total for the month			
Saved the workbook as a template			
Created a workbook based on the template			
Completed the workbook for the first month			
Double-checked your work			
Saved the original workbook as Carwash-[your first initial and last name]9			
Saved the template as adv-e5rev-[your first initial and last name]9			