

**Advanced
Excel Unit****1****Portfolio Project
3 Create a Chart**

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
Selected the table of stock quotations			
Used the Chart Tools to create and format a line chart for the three stocks			
Placed the chart on the same worksheet as the data			
Placed the chart and sized it so that it can be seen clearly			
Added a title to the chart			
Set minimum and maximum values for the value axis, if necessary			
Set major and minor divisions for the value axis, if necessary			
Made other changes to make the chart easier to read or more attractive			
Saved the workbook to your Portfolio Folder			