

**Excel Lesson 1** **Challenge Yourself Project 9 Create a Budget**



**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
Created a new workbook for the party's budget			
Keyed the category <i>Food</i> in the first column, first row			
Keyed the category <i>Music</i> in the first column, second row			
Keyed the category <i>Decorations</i> in the first column, third row			
Keyed the category <i>Gift</i> in the first column, fourth row			
Double-checked your work			
Adjusted column width so that all of the categories fit			
Saved the workbook as e1rev-[your first initial and last name]9			

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