

**Excel Lesson****5****Challenge Yourself Project  
9 Keep Track of Your Time****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.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Created a new workbook			
Created a column for each week for one month			
Created a row for each of the four categories listed in the activity			
Filled in the hours for each activity for each week			
Totaled the hours for each activity			
Created a pie chart based on total showing the percentage of time spent on each activity			
Double-checked your work			
Saved the workbook as e5rev-[your first initial and last name]9			