

Excel Lesson 1 **Challenge Yourself Project 10 Calculate Total Costs**



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 |
| Opened the party budget workbook from Project 9 | | | |
| Entered \$85 for the cost for food | | | |
| Entered \$150 for the cost for music | | | |
| Entered \$25 for the cost for decorations | | | |
| Entered \$40 for the cost for gifts | | | |
| Used AutoSum to calculate the total cost of the party | | | |
| Double-checked your work | | | |
| Saved the workbook as e1rev-[your first initial and last name]10 | | | |