

Excel Lesson**3****Challenge Yourself Project
9 Create a Sales Worksheet****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
Created a new workbook			
Created a row for each frame size: 8" × 11", 11" × 14", and 16" × 20"			
Created a column for each month			
Calculated the total for each month			
Calculated the average for each month			
Calculated the minimum for each month			
Calculated the maximum for each month			
Double-checked your work			
Saved the workbook as e3rev-[your first initial and last name]9			