

UNIT 5 Spreadsheets Project 1



Rubric
U5P1_IP4

4 Independent Practice (page 227)

Create a Party Budget Worksheet

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
Choose a partner and plan the menu for a party of ten guests on a \$50.00 budget			
Gather information about the costs of food you would like to serve			
Open and save a new worksheet named <i>Your Name Party Budget</i>			
Enter the information you gathered, into the worksheet			
Include a title for your information			
Use correct spelling, punctuation, and grammar			
Edit your worksheet to make sure it is clear and free of any errors			