

UNIT 5 Spreadsheets **Project 3**



Rubric
U5P3_IP2

2 Independent Practice (page 250)

Show Selected Information

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
Complete Project 2, Independent Practice 2 (p. 238) from Unit 5			
Open your School Day worksheet			
Use the filter, sort, or hide column command to show the time each period starts and ends			
Use the filter, sort, or hide column command to show only your classes, not lunch or breaks			
Use the filter, sort, or hide column command to show your periods in alphabetical order			
Use the filter, sort, or hide column command to show all periods that are in the same number of minutes			
Use correct spelling, punctuation, and grammar			
Edit your worksheet to make sure it is clear and free of any errors			