Name _____ Period _____ Date_____

Excel Lesson **5** Challenge Yourself Project 10 Organize Your Music Collection

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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 worksheet			
Included columns for your five favorite artists			
Labeled the following rows: *Type of music*, *CDs I own*, and *Favorite song*			
Filled in the worksheet			
Double-checked your work			
Selected the column for your favorite artist			
Set this column as the print area			
With your teacher's permission, printed this column			
Saved the worksheet as e5rev-[your first initial and last name]10			