

**Integrating Applications Lesson 1** **Challenge Yourself Project 10 Manage Advertising Accounts**



**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 data file Report.doc			
Saved the document as Report-[your first initial and last name]10			
Opened the data file Advertising.xls			
Inserted a link in the Word document to the Excel workbook			
Closed the Word document			
In the Excel worksheet, added an account for <i>Tasty Ice-Cream</i>			
Entered an advertising budget of \$125,000 for the new account			
Saved the workbook			
Opened the Word document			
Viewed the changes			