

Integrating Applications Lesson 1 **Challenge Yourself Project 11 Add New 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 your saved Report-10 document			
Keyed the new sentence at the bottom of the Report document			
Opened the data file New.xls			
Pasted the table of new accounts as formatted text in your Report document			
Double-checked your work			
Saved the Report document as Report-[your first initial and last name]11			