

Advanced Excel Lesson 3 Challenge Yourself Project 11 Customize a Column Chart



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 Due-10 workbook			
Clicked the Chart tab			
Formatted the y axis to add cross minor tick marks			
Formatted the y axis as currency			
Added a border and shadow to the legend			
Labeled each axis			
Resized and scaled the chart as necessary			
Double-checked your work			
Saved the workbook as Due-[your first initial and last name]11			