

Excel Lesson**4****Challenge Yourself Project
9 Create a Workout Schedule****R**

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			
Created a column for each day of the week			
Included a row for the type of exercise			
Included a row for the time of day			
Created a schedule for a client who wants to work out four days a week, three hours each day			
Included aerobics in the client's schedule			
Included weights in the client's schedule			
Included running in the client's schedule			
Double-checked your work			
Saved the worksheet as e4rev-[your first initial and last name]9			