

UNIT 5 Spreadsheets Project 1



Rubric
U5P1_IP2

2 Independent Practice (page 227)

Create a School Worksheet

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
Open and save a new worksheet titled <i>Your Name School Day</i>			
Add four column headings: Period, Time Period Starts, Time Period Ends, and Length of Class (minutes)			
In the period column, add row headings and enter the names of each of your classes or activities during the school day			
Fill out the remaining cells with the correct information about each class or activity			
Use correct spelling, punctuation, and grammar			
Edit your chart to make sure it is clear and free of any errors			