

UNIT 5 Spreadsheets Project 1



Rubric
U5P1_IP3

3 Independent Practice (page 227)

Create a Survey 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 the Data File named B5 After School Activities			
Use the Information from the Data File to create a new Excel worksheet			
Save the file as <i>Your Name Survey</i>			
Add a title and three column headings: Activity, Boys, and Girls			
In the Activity column, create row headings for each activity listed in the Class Survey			
Enter the Data from the Data File into your worksheet			
Use correct spelling, punctuation, and grammar			
Edit your worksheet to make sure it is clear and free of any errors			