

Excel Lesson 3 Challenge Yourself Project 11 Design a Work Schedule



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
Designed a schedule that shows 9:00 a.m. to 6:00 p.m., Monday through Saturday			
Included a column for each day and a row for each hour			
For each day, assigned two employees to the 9 a.m. to 1 p.m. shift			
For each day, assigned two employees to the 1 p.m. to 6 p.m. shift			
Did not schedule one employee for too much time or for too little time			
Did not have an employee work two shifts in a row			
Inserted a comment in a cell containing an employee's name			
Added a text box with each employee's total hours			
Saved the workbook as e3rev-[your first initial and last name]11			