Name _____ Period _____ Date_____

Access Lesson — 1 — Challenge Yourself Project 9 Format an Unfinished Datasheet   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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Opened the Camp database			
Applied the first formatting change to make the datasheet more readable			
Applied the second formatting change to make the datasheet more readable			
Applied the third formatting change to make the datasheet more readable			
Reviewed the datasheet to see if any other changes needed to be made to make it more readable			