Name _____ Period _____ Date_____

Advanced Excel Lesson **1** — Challenge Yourself Project 10 Monitor Donation Totals

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 your Zoo-9 file			
Sorted the donations by last name			
Used advanced filters to identify the donations that are less than $30			
Inserted a blank row between the criteria range and the data range			
Double-checked your work			
Saved the workbook as Zoo-[your first initial and last name]10			