

**Excel Lesson****1****Challenge Yourself Project  
10 Calculate Total Costs****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.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Opened the party budget workbook from Project 9			
Entered \$85 for the cost for food			
Entered \$150 for the cost for music			
Entered \$25 for the cost for decorations			
Entered \$40 for the cost for gifts			
Used AutoSum to calculate the total cost of the party			
Double-checked your work			
Saved the workbook as e1rev-[your first initial and last name]10			