

Excel Lesson 3 Before You Begin Reflect



Directions: After you have finished the projects, 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 Word document.

| Criteria | Student Checklist | | Teacher Evaluation |
|---|-------------------|---------------|--------------------|
| | Completed | Not Completed | Comments |
| Completed the Challenge Yourself Projects | | | |
| Created a new Word document | | | |
| Described how formatting can draw the reader’s attention | | | |
| Explained how Quick Styles helped you maintain consistency in your worksheets | | | |
| Proofread and checked spelling in your document | | | |