

Excel Lesson**5****Challenge Yourself Project
10 Organize Your Music
Collection****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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a new worksheet			
Included columns for your five favorite artists			
Labeled the following rows: <i>Type of music</i> , <i>CDs I own</i> , and <i>Favorite song</i>			
Filled in the worksheet			
Highlighted the column of the artist with the most CDs in your collection			
Created a MIN formula to determine which type of CD you own the fewest			
Created a MAX formula to determine which type of CD you own the most			
Double-checked your work			
Set the highlighted column as the print area			
With your teacher's permission, printed this column			
Saved the worksheet as e5rev-[your first initial and last name]10			