

Name _____

Lesson 3, Project 3-1

Description	Pts	Your Score
Items are matched correctly (2 points each)	16	
TOTAL POSSIBLE POINTS:	16	

Lesson 3, Project 3-2

Description	Pts	Your Score
Workbook saved as Store Assets followed by student's initials	2	
Column inserted to the left of column B	2	
Width of column A changed to 45	2	
Contents of the range D3:D16 moved to B3:B16	2	
Width of columns B and C changed to 10	2	
Contents of A9, A13, and A16 are indented	2	
The contents of B3:C3 are underlined	2	
A footer with the student's name is in the left footer box	2	
A footer with the date is in the right footer box	2	
The worksheet is saved, viewed and printed. The workbook is closed.	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 3, Project 3-3

Description	Pts	Your Score
The workbook is saved as Trade Imports followed by the student's initials	1	
Rows 1 through 6 are frozen	3	
Spelling checked and errors corrected	3	
Orientation of worksheet changed to portrait	3	
Margins changed to Wide	3	
Student's name entered in cell A5	3	
Worksheet is saved, previewed and printed. Workbook is closed.	1	
TOTAL POSSIBLE POINTS:	17	

Lesson 3, Project 3-4

Description	Pts	Your Score
The workbook is saved as Supply Inventory followed by the student's initials	2	
Worksheet is organized to group inventory items by supplier	2	
Headings are suitable and formatted appropriately	2	
Data that is out of order is moved	2	
Inventory item deleted	2	
Page orientation changed to landscape	2	
Header inserted with student's name in center header box	2	
Current date is in right header box	2	
Worksheet is saved, previewed, and printed. Workbook is closed.	2	
TOTAL POSSIBLE POINTS:	18	0

Lesson 3, Project 3-5

Description	Pts	Your Score
The workbook is saved as Time Record followed by the student's initials	2	
Rows 4 and 5 are deleted	2	
Data is entered in the time record	4	
Headings above row 8 are frozen	2	
A blank row is inserted above row 16 with information added	2	
Orientation of worksheet changed to landscape	2	
Student's name is entered in B1:D1 and then the workbook saved	2	
Worksheet is printed and workbook closed	2	
TOTAL POSSIBLE POINTS:	18	

Lesson 3, Project 3-6

Description	Pts	Your Score
The workbook is saved as Biology Grades followed by the student's initials	2	
Range A1:H1 and A2:H2 are each merged and centered	3	
Data is entered into the range B3:B9	3	
Worksheet changed to landscape orientation	3	
In Page Layout view, the student's name is typed in the left header box	3	
Worksheet is saved, previewed, and printed. The workbook is closed.	3	
TOTAL POSSIBLE POINTS:	17	

Lesson 3, Project 3-7

Description	Pts	Your Score
The workbook is saved as Booster Club followed by the student's initials	1	
Column headings in row 2 are centered and made bold	2	
Row is inserted above row 3	2	
Column headings in row 2 are frozen	2	
Row is inserted above row 8, and in cell A8, Bats is entered	2	
Cell E4 copied to the range E5:E11	2	
The Cost and Total columns are formatted as currency with two decimal places	2	
Data is entered in the Sport and Cost columns	2	
As many basketballs are purchases as possible with a budget or \$1210	2	
Student's name is entered in cell A16 after Prepared by:	2	
Worksheet is saved, previewed, and printed. The workbook is closed.	1	
TOTAL POSSIBLE POINTS:	20	

Lesson 3, Project 3-8

Description	Pts	Your Score
The workbook is saved as Pool Attendance followed by the student's initials	2	
Data is moved to better organize the worksheet	6	
Worksheet is formatted in an appropriate and appealing way	6	
Student's name, the workbook file name, and current date are added in appropriate header and footer boxes	4	
Worksheet is saved, previewed, and printed. The workbook is closed.	2	
TOTAL POSSIBLE POINTS:	20	