
Name**Lesson 4, Project 4-1**

Description	Pts	Your Score
Items are matched correctly (2 points each)	20	
TOTAL POSSIBLE POINTS:	20	

Lesson 4, Project 4-2

Description	Pts	Your Score
Workbook saved as Results of Formulas followed by the student's initials	2	
Formulas entered in the specified cells to perform operations listed (1 point each x 10)	8	
Results of formulas are recorded (1 point each x 10)	8	
Student's name entered in cell A1, and workbook saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 4, Project 4-3

Description	Pts	Your Score
Workbook is saved as Zoo Fundraiser followed by student's initials	1	
Formulas entered in cells D6, D7, D8, and D9 to multiply the values in column B by the values in column C	2	
In cell D10, formula is entered to sum the totals in D6:D9	2	
In cell D11, formula is entered to calculate 7% tax of the subtotal in cell D10	2	
In cell D12, formula is entered to add the subtotal and tax	2	
Worksheet changed to manual calculation	2	
Range D6:D12 formatted in Accounting number format	2	
Data entered into column C, and F9 pressed to calculate	2	
Formulas are verified to ensure they were entered correctly	2	
Footer with student's name in left section and date in right section	2	
Workbook saved, customer invoice printed, and workbook closed	1	
TOTAL POSSIBLE POINTS:	20	

Lesson 4, Project 4-4

Description	Pts	Your Score
Workbook is saved as Investment Record followed by the student's initials	1	
Formulas to calculate stock values entered in cells D6 through D8	2	
Formulas to calculate the values of mutual funds entered in D10 and D11	2	
In cell D12, formula entered that sums the values in cells D4 through D11	2	
Cell D12 is formatted with a Top and Double Bottom Border	2	
The formula =D4/\$D\$12 is entered in E4	2	
The formula in E4 is copied to E6:E8 and E10:E11	2	
In cell E12, formula entered that sums the percentages in cells E4 through E11	2	
Cell E12 is formatted with a Top and Double Bottom Border	2	
Workbook is saved, and then changed to manual calculation	2	
Updated share price amounts entered in appropriate cells	2	
Footer with student's name in left section and date in right section	2	
Workbook is saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	25	

Lesson 4, Project 4-5

Description	Pts	Your Score
Workbook is saved as Prairie Development followed by the student's initials	2	
In cell D5, formula is entered that multiplies B5 by C5	2	
In cell D6, formula is entered that multiplies B6 by C6	2	
In cell D7, formula is entered that multiplies B7 by C7	2	
In cell D8, formula is entered that calculates increase in value in C8 if 1 is entered in B8	2	
In cell D8, formula is entered that calculates increase in value in C9 if 1 is entered in B9	2	
In cell D10, the Sum button is used to calculate sum of D5:D9	2	
Data entered in B5:B9	2	
Footer with student's name in left section and date in right section	2	
Workbook is saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	