

Word Lesson 3 Challenge Yourself Project
10 Edit the Candidate List



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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Opened the letter you created in Project 9			
Created a new memo			
Placed <i>Please note the final list of candidates.</i> at the top of the memo			
Used the Clipboard to paste information on two final candidates into memo			
Used drag-and-drop to place the two names in alphabetical order, if necessary			
Proofread and checked spelling			
Saved the document as w3rev-[your first initial and last name]10			