

Word Lesson 4 Challenge Yourself Project
10 Format a Report



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 your Marketing_Report-9 file			
Saved the document as Marketing_Report-[your first initial and last name]10			
Inserted a section break to create a Table of Contents page			
Keyed the heading CONTENTS on the Table of Contents page			
Created a footer on the Table of Contents page with ii centered			
Created a header in the report body with Marketing Report [Page Number] right aligned			
Checked to make sure there was no header or footer text on the title page			
Used the Link to Previous button to format each section differently			
Inserted the table of contents			
Formatted the table of contents to reflect the report formatting			