

PowerPoint Lesson 2 Challenge Yourself Project 9 Create a Presentation



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
Used a design template to create a presentation			
Included where your client is staying			
Included where the meeting is being held			
Included two sites that your client should know about			
Created a table for the client's schedule			
Included times and dates when she will arrive in town			
Included when the meeting is being held			
Included when she will leave town			
Made sure the presentation included at least 5 slides			
Saved the presentation as p2rev-[your first initial and last name]9			

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