

Advanced Word Unit 1 Portfolio Project 2 Create a Sample Menu



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
Created a sample menu			
Included the company name			
Included four complete sample dinners			
Included a brief description of each dinner			
Added a Draft watermark			
Created a macro that inserts a table of prices			
Ran the macro to insert the table under each of the four dinners			
Protected the document with a password			
Proofread and checked spelling			
Saved the document to your Portfolio Folder			

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