

Advanced Word Lesson 2 Challenge Yourself Project 11 Create Labels



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 Mail Merge task pane			
Created labels for the shelves of your inventory			
Created the data file from the table of items that you created in Project 10			
Included the following fields in each label: product, Stock Number, Shelf Number, and Department			
Double-checked your work			
Saved the document as w2rev-[your first initial and last name]11			