

**Advanced Word Lesson 4 Challenge Yourself Project 9 Do Research About Driving**



**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 data file Driving			
Chose four of the driving safety topics			
Researched the first topic to find at least one tip			
Researched the second topic to find at least one tip			
Researched the third topic to find at least one tip			
Researched the fourth topic to find at least one tip			
Keyed each tip under the appropriate topic			
Demoted each tip			
Set editing restrictions so that only the topics you were adding could be edited			
Applied the password <i>drivesafe</i> to the document			
Saved the document as Driving-[your first initial and last name]9			