

**Word
Unit 1**

**Portfolio Project
2 Develop a Schedule**



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 table with the heads: <i>Class, Day, Time, Room, and Teacher</i>			
Inserted the information from the data file Schedule.doc into the table			
Adjusted the column width as needed			
Formatted the table with bold lines around the outside border			
Boldfaced and italicized the heads			
Created a title for the table			
Inserted photos			
Proofread the table and make the necessary corrections			
Saved the document to your Portfolio Folder			