

**Word
Unit 1**

Lesson 4 Challenge Yourself Project
11 Use Outline View



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 your Marketing_Report10 file			
Saved the document as Marketing_Report-[your first initial and last name]11			
Viewed the report in Outline View			
Deleted all the text that is not a Heading 1 or Heading 2 level			
Reviewed the remaining text to see the “skeleton” outline that has been created			