

**Advanced Word Lesson 1 Challenge Yourself Project 10 Search for Annual Reports**



**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
Using the Internet or library, found annual reports for Johnson & Johnson			
Using the Internet or library, found annual reports for Microsoft			
Using the Internet or library, found annual reports for IBM			
Located the net earnings for 2004, 2005, and 2006 for Johnson & Johnson			
Located the net earnings for 2004, 2005, and 2006 for Microsoft			
Located the net earnings for 2004, 2005, and 2006 for IBM			
Created a simple table in a Word document using this information			
Created a custom table style			
Applied the table style to the table			
Saved the document as w1rev-[your first initial and last name]10			