

PowerPoint

**Portfolio Project
3 Create a Presentation**



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
Chose a business to write about			
Used a design template to create a presentation			
Included a Title slide			
Included a slide describing your business			
Included a slide with a bulleted list			
Included WordArt			
Included an AutoShape			
Added slide transitions			
Viewed the slide show and made necessary changes			
With your teacher's permission, printed a handout of your presentation			
Saved your presentation in your Portfolio Folder			