Name _____ Period _____ Date_____

PowerPoint | **Portfolio Project**
4 Create a Proposal | **R**

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Used the Project Overview AutoContent Wizard to create the presentation			
Keyed content for the proposal on the first several slides			
Changed the background color			
Added an Action Button			
Added graphics such as Clip Art, WordArt, charts, diagrams, or slide transitions			
Added annotations			
Rehearsed and saved timings			
Packaged the presentation for a CD			
Carefully previewed your presentation and made corrections			
With your teacher's permission, printed the presentation with the annotations			
Saved your presentation in your Portfolio Folder			