

**Advanced  
PowerPoint**

**Lesson 1  
Before You Begin  
Reflect**



**Directions:** After you have finished the projects, 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 Word document.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Listed the steps in the presentation planning process			
Explained which of the needed skills you already use on a daily basis			
Described how your existing skills could be used in a classroom setting			
Explained what you think is the hardest part of the planning process			
Proofread and checked spelling in your document			