

**Advanced  
PowerPoint**

**Lesson 1**  
**Challenge Yourself Project 10**  
**Format 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
Adapted adv-p1rev-9 presentation so it could be used as an itinerary while on trip			
Made appropriate changes so document would look attractive when printed			
Applied Quick Styles to text boxes on each slide			
Applied fill effects to text boxes			
Applied outline effects to text boxes			
Applied shape effects to text boxes			
Double-checked your work			
With teacher's permission, printed presentation			
Saved your presentation as adv-p1rev-[your first initial and last name]10			