

**Advanced
PowerPoint**

Lesson 2
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			
Explained how formatting changes made information in the handout easier to understand			
Described situations in which information needs to be saved in different formats			
Described the type of audience that would benefit from handouts			