

**Advanced
PowerPoint**

**Portfolio Project 2
Create a Sample Arts Council
Guide**



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
Created an attractive sample Arts Council guide			
Included a Title slide and a title that captures reader's attention			
Included your name and the date			
Included at least four arts events in guide			
Created one slide for each event			
Included a brief description of each event			
Inserted a text box with name, location, and times of event on each slide			
On at least one slide, split text in text box into two or more columns			
Protected guide with a password			
Proofread and made any necessary corrections			
With teacher's permission, printed the guide			
Followed teacher's instructions for naming and saving guide			