

Vista Lesson**5****Challenge Yourself Project 9
Modify Quick Launch Toolbar****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
Displayed Quick Launch toolbar on Taskbar if not already visible			
Created a shortcut on desktop for Internet Explorer			
Created a shortcut on desktop for Outlook			
Created a shortcut on desktop for Word			
Moved programs onto Quick Launch toolbar			
Created a new Word document			
Keyed a paragraph explaining how you moved the shortcut icons onto the toolbar			