

# Unit 2

## Portfolio Project 2 Create a Sample Menu



**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
Created a sample menu			
Included the company name			
Included four complete sample dinners and a brief description of each dinner			
Created a table of prices for each dinner			
Sorted the information in the table in ascending order by price			
Applied a custom style to the table			
Protected the document with a password			
Added a DRAFT watermark			
Proofread and checked spelling			
Saved the document to your Portfolio Folder			