

Unit 2

Lesson 1

Challenge Yourself Project 10 Search for Annual Reports



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 |
| Using an Internet search engine or the library, found annual reports for three different companies | | | |
| Located the net earnings for the past three years for each company | | | |
| Created a simple table in a Word document that includes this information | | | |
| Created the header <i>Companies' Net Earnings</i> | | | |
| Applied the custom table style to the table | | | |
| Keyed the names of each company in the header row | | | |
| Keyed the years for each report in the first column | | | |
| Created and applied a custom table style to your table | | | |
| Created a chart based on your table | | | |
| Saved the document as adv-wlrev-[your first initial and last name]10 | | | |

Name _____ Period _____ Date _____