

Vista Lesson**4****Challenge Yourself Project 9
Back Up Your Data****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
Set automatic backup to run every Saturday night			
Set backup to back up files in Documents folder			
Set backup to store files in network location specified by your teacher			
Set backup to store files in folder named v4rev-[your first initial and last name]9			
Created Word document			
Listed three examples of commonly used folders that a business might want easily accessible			
Described how creating shortcuts to commonly used folders can increase productivity			
Shared ideas with class			