

**Vista Lesson 2** Challenge Yourself Project 9  
**Make Files Available Offline**



**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
Made folder available offline			
Mapped folder so that it is quickly accessible			
Synchronized the files in the folder			
Created a Word document			
Described how working with offline files can help boost efficiency			
Described how working with offline files can protect files against network outages			
Saved your document as v2rev-[your first initial and last name]9			