Name _____ Period _____ Date_____

Advanced PowerPoint

**Portfolio Project 1
Create a Flyer**

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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**
Created a single-slide presentation to be used as a flyer			
Used flyer to invite people to nominate public art for inclusion in a visitor's guide			
Placed slide in portrait orientation			
Applied a design to slide			
Place a title and an image on slide			
Applied Quick Styles to text boxes			
Applied fill, line, and visual effects to text boxes			
Described the types of information that should appear in the guide			
Stated deadline for proposals			
Included note that submissions should be 150 words			
Proofread presentation and made any necessary corrections			
With teacher's permission, printed presentation			
Followed teacher's instructions for naming and saving flyer			