Name _____ Period _____ Date_____

Advanced PowerPoint

**Portfolio Project 3
Create a Proposal**

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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
Wrote a clear, convincing, and professional-looking presentation to promote proposal			
Included at least six slides in proposal			
Included a Title slide			
Used Microsoft Word 2007 to create outline			
Created Level 1 titles for each slide			
Included two or three Level 2 points for first four slides			
Used outline to create presentation			
Formatted and added fill, line, and shape effects to text boxes			
Added images as needed			
Added entrance and exit effects to images			
Set presentation to loop continuously			
Marked presentation as final			
Proofread and made any necessary corrections			
Followed teacher's instructions for naming and saving proposal			
With teacher's permission, printed proposal			

Rubric— iCheck Advanced PowerPoint Portfolio Project 3

1