

**Advanced
PowerPoint**

**Portfolio Project 4
Publish a Presentation**



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
Modified sample guide created in Part 2 of project			
Created slides for two new events			
Included a one- or two-line description of event on each new slide			
Inserted text box with name, location, and times of each new event			
Added visuals related to each event			
Made any text or formatting changes to improve readability			
Added digital signature			
Previewed presentation and made any necessary corrections			
Published guide as a Web page			
With teacher's permission, printed presentation			
Followed teacher's instructions for naming and saving presentation			