

**PowerPoint
Unit**

4

**Portfolio Project
1 Create a Slide**



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 new presentation			
Changed the orientation to Portrait			
Selected an appropriate design			
Included a title to capture teenagers' attention			
Included a description of the meeting			
Made it clear that this is an opportunity to offer ideas directly to the new planner			
Included location, date, and time information			
Included a note about the time limit			
Proofread it carefully, and made necessary corrections			
With your teacher's permission, printed your flyer			
Saved your presentation in your Portfolio Folder			