

**Integrating Applications Unit**

**5**

**Portfolio Project 4 Share the Secrets of Your Success**



**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
Exported your Supplies table to a Word document			
Saved the Word document in Rich Text Format			
Exported your Supplies report to a Word document			
Saved the Word document in Rich Text Format			
Sent your PowerPoint presentation to a Word document			
Opened the first Word document to make sure that you exported the data correctly			
Opened the second Word document to make sure that you exported the data correctly			
Opened the third Word document to make sure that you exported the data correctly			
Saved the files in your Portfolio Folder			