Name _____ Period _____ Date_____

Word Lesson **4** Challenge Yourself Project 9 Cite Sources   R

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Opened the data file Marketing_Report			
Saved the document as Marketing_Report-[your first initial and last name]9			
Inserted a footnote citing a source that you used to create the report			
Formatted the first footnote correctly			
Inserted another footnote citing another source that you used to create the report			
Formatted the second footnote correctly			
Inserted a page break to create a Bibliography page			
Added the two sources you created to the Bibliography page			
Formatted the citations correctly			
Added your name and the current date to the report's Title Page			