

**PowerPoint
Lesson****2****Challenge Yourself Project
9 Create 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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Used a theme to create a presentation			
Included where your client is staying			
Included where the meeting is being held			
Included two sites that your client should know about			
Created a table for the client's schedule			
Included times and dates when she will arrive in town			
Included when the meeting is being held and when your client will leave town			
Made sure the presentation included at least 5 slides			
Double-checked your work			
Saved the presentation as p2rev-[your first initial and last name]9			