

**PowerPoint
Unit****4****Portfolio Project
4 Create a Proposal**

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 new presentation with at least six slides			
Keyed content for the proposal on the slides			
Included a Title slide with a logo			
Added graphics such as Clip Art, WordArt, SmartArt, charts, or diagrams			
Added an Action Button			
Added animations on at least two slides and transitions between slides			
Added notes to use during presentation			
Carefully previewed your presentation and made corrections			
With your teacher's permission, printed the presentation in Note Pages format			
Followed your teacher's instructions for naming presentation and saving it in your Portfolio Folder			