

**PowerPoint Unit 4 Portfolio Project 2 Create a Certificate of Excellence**



**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 presentation using the Certificate AutoContent Wizard			
Left the Presentation title box and Footer box blank			
Deleted the first slide			
Deleted the last slide			
Duplicated the remaining slide to create three slides			
Tailored a slide for each classmate			
Included the student's name and the current date			
Included your name on each certificate			
Proofread the slides carefully and made necessary changes			
With your teacher's permission, printed the slides			
Saved your presentation in your Portfolio Folder			

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_