

**PowerPoint
Lesson****3****Challenge Yourself Project
11 Create an Employee
Orientation**

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
Created a presentation to help employees learn about new city			
Created 5- to 10-slide presentation about a city			
Included information about city's climate			
Included information about city's lifestyle			
Included information about city's history			
Used Slide Master to keep formatting consistent			
Created a restaurant logo and placed it on every slide			
Applied a design theme and used a customized color scheme that suited presentation			
Proofread and checked spelling			
Saved the presentation as p3rev-[your first initial and last name]11			