

Unit 2

Portfolio Project 3 Create a Customer Order Form



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 an order form			
Included your company's name at the top of the form			
Using Quick Parts, included form fields for all of the required information			
Used the appropriate type of form field for each field			
Formatted the form fields to make it easy to fill out the order form			
Marked the document as final			
Protected the form			
Double-checked your work			
Saved the document to your Portfolio Folder			