

**Vista Lesson 5 Challenge Yourself Project 10 Configure Programs**



**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
Configured Outlook to open automatically when Vista starts			
Configured Outlook to open in a window that appears in the one quarter of the screen			
Created a new Word document			
Discussed the importance of consistently checking e-mail and calendar appointments in today's workplace			
Discussed why <i>not</i> checking calendar appointments could result in poor service			
Saved your document as v5rev-[your first initial and last name]10			