

Unit 1

Lesson 6 Before You Begin Reflect



Directions: After you have finished the projects, 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 Word document.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Explained how you can use mail merge for a future event or party			
Described how you can use Comments and Track Changes for your next group project			
Proofread and checked spelling in your document			