

Unit 2

Lesson 2

Challenge Yourself Project 11 Format a Report



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
Opened the data file Festival.docx			
Added a DRAFT watermark			
Applied a theme			
Inserted a table of contents			
Added an entry to the index for <i>sponsors</i>			
Added an entry to the index for <i>food</i>			
Added an entry to the index for <i>travel</i>			
Added an entry to the index for <i>children</i>			
Updated the index			
Saved the document as Festival-[your first initial and last name]11			