

Word Unit**1****Portfolio Project
2 Develop a Schedule****R**

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 table with the heads: <i>Class, Day, Time, Room, and Teacher</i>			
Inserted the information from the data file Schedule.docx into the table			
Adjusted the column width as needed			
Formatted the table with bold lines around the outside border			
Bolded the heads			
Created a title for the table			
Proofread the table and made the necessary corrections			
Followed teacher's instructions for naming document and saved the document to your Portfolio Folder			