

**PowerPoint
Unit****4****Portfolio Project
2 Create a Certificate of
Excellence**

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 |
| Used data in Certificate.pptx To create a presentation containing three certificates of excellence | | | |
| Changed color of border | | | |
| Added Picture Effects to image of the ribbon | | | |
| Duplicated Certificate slide to create three slides | | | |
| Personalized slides by adding students' names and projects | | | |
| Included current date and town's name | | | |
| Signed your name to each certificate | | | |
| Proofread and made necessary corrections | | | |
| With your teacher's permission, printed slides | | | |
| Followed your teacher's instructions for naming presentation and saving it in your Portfolio Folder | | | |