Name _____ Period _____ Date_____

Advanced Word Lesson 1 — Challenge Yourself Project 10 Search for Annual Reports   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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Using an Internet search engine or the library, found annual reports for three different companies			
Located the net earnings for the past three years for each company			
Created a simple table in a Word document that includes this information			
Created the header *Companies' Net Earnings*			
Applied the custom table style to the table			
Keyed the names of each company in the header row			
Keyed the years for each report in the first column			
Created and applied a custom table style to your table			
Created a chart based on your table			
Saved the document as adv-w1rev-[your first initial and last name]10			