

Advanced Word Unit 1 Portfolio Project 2 Create a Sample Menu



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 |
| Created a sample menu | | | |
| Included the company name | | | |
| Included four complete sample dinners and a brief description of each dinner | | | |
| Created a table of prices for each dinner | | | |
| Sorted the information in the table in ascending order by price | | | |
| Applied a custom style to the table | | | |
| Protected the document with a password | | | |
| Added a DRAFT watermark | | | |
| Proofread and checked spelling | | | |
| Saved the document to your Portfolio Folder | | | |

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