

**PowerPoint
Unit****4****Portfolio Project
3 Create a Presentation**

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
Chose a business to write about			
Used a Theme to create a presentation			
Included a Title slide			
Included a slide describing the business			
Included a slide with a bulleted list about the business			
Included a piece of WordArt, a Shape, and another graphic			
Added slide transitions			
Viewed the slide show and made necessary changes			
With your teacher's permission, printed a handout of your presentation			
Followed your teacher's instructions for naming presentation and saving it in your Portfolio Folder			