**Chapter 1 Found Dog Assignment**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Headline: CAPS |  | 2 |
| Headline: Font Style |  | 2 |
| Headline: Font Shading |  | 2 |
| Headline: Centered |  | 3 |
| Photos: Shaded Border |  | 2 |
| Photos: Two Images |  | 3 |
| Page Border |  | 3 |
| Copy: Typed, no grammar/spelling errors |  | 5 |
| Bullet Points |  | 2 |
| Bailey Text in Italics and colors |  | 2 |
| Signature: BOLD |  | 2 |
| Signature: Phone # is Underlined |  | 2 |
| **TOTAL** |  | **30** |

**Found Dog Assignment**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Headline: CAPS |  | 2 |
| Headline: Font Style |  | 2 |
| Headline: Font Shading |  | 2 |
| Headline: Centered |  | 3 |
| Photos: Shaded Border |  | 2 |
| Photos: Two Images |  | 3 |
| Page Border |  | 3 |
| Copy: Typed, no grammar/spelling errors |  | 5 |
| Bullet Points |  | 2 |
| Bailey Text in Italics and colors |  | 2 |
| Signature: BOLD |  | 2 |
| Signature: Phone # is Underlined |  | 2 |
| **TOTAL** |  | **30** |

**Chapter 2 Research Paper**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Marino (or their last name) & Page Number (all #s correct) |  | 5 |
| Footnote mark (1 pt for somewhere in the document, 2 points for being in the right place) |  | 2 |
| Works Cited page - some italics, underline |  | 5 |
| 2 Typed pages + work cited page |  | 3 |
| **TOTAL** |  | **15** |

**Chapter 3 Business Letter**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Headline (Heartland): in CAPS & Centered |  | 2 |
| Headline (Heartland): in a shaded box and spelled correctly |  | 2 |
| Tractor Image is easy to move in the document |  | 2 |
| Tractor image has transparent background |  | 2 |
| Address: 323 Pine Avenue; Centered |  | 2 |
| Address: Symbols (like bullet points) |  | 2 |
| Date Line is tabbed correctly |  | 1 |
| Address: typed correctly and no grammar errors |  | 2 |
| Dear Mr. Wilcox with colon or comma |  | 2 |
| Body: Heartland Tractor Magazine is italicized |  | 2 |
| Body: Moderate Margin Settings |  | 2 |
| Signature is aligned with date line |  | 1 |
| **Total**  |  | **22** |

 **Word #4 - e-Flyer**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Photos (2) |  | 4 |
| Photos with formatting |  | 4 |
| Short Narrative |  | 2 |
| Bulleted Skills (3)  |  | 3 |
| Page Border |  | 2 |
| Grammar & Spelling |  | 5 |
| Overall Appearance |  | 5 |
| **Total**  |  | **25** |

 **Word #4 - Resume**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Heading: n |  | 5 |
| Skills, Experience, Activities, etc |  | 10 |
| Formatting |  | 5 |
| Grammar & Spelling |  | 5 |
| **Total**  |  | **25** |

 **Word #4 - Cover Letter**

|  |  |  |
| --- | --- | --- |
| **Section** | **Points Received** | **Total** |
| Header |  | 5 |
| Introduction |  | 5 |
| Body Paragraph |  | 5 |
| Closing Paragraph |  | 5 |
| Grammar & Spelling |  | 5 |
| **Total**  |  | **25** |

**Power Point: 25, 15, 27 = 67 pts**

**Chapter 1 - PowerPoint - Being Green**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Slide 1: Green is Green |  | 2 |
| Slide 1: Clip Art Image |  | 2 |
| ALL Slides: Transitions |  | 3 |
| Slide 2: “In half” is BOLD |  | 2 |
| Slide 2: 6 bullet points (check page) |  | 6 |
| Slide 3: Title & Photo |  | 2 |
| Slide 4: Title, Layout & Two Photos |  | 4 |
| Slide 5: Green is Green |  | 2 |
| Slide 5: Save Energy is Italics |  | 2 |
| **TOTAL** |  | 25 |



**Chapter 2 - PowerPoint - Yoga & Meditation**

Slide 1: Sun Symbol \_\_\_\_ 2pts

Slide 1: Photo \_\_\_\_ 1 pts

Slide 1: Theme \_\_\_\_ 1 pts

Slide 2: Photo (Border & Shadow) \_\_\_\_ 2 pts

Slide 2: Photo (Background) \_\_\_\_ 1 pt

Slide 3: Photo (Formatted Photo) \_\_\_\_ 2 pts

Slide 4: Shapes \_\_\_\_ 4 pts

Slide 4: WordArt (color & design) \_\_\_\_ 2 pts

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chapter 1 - PowerPoint - Being Green**



|  |  |  |
| --- | --- | --- |
|  |  |  |
| Slide 1: Green is Green |  | 2 |
| Slide 1: Clip Art Image |  | 2 |
| ALL Slides: Transitions |  | 3 |
| Slide 2: “In half” is BOLD |  | 2 |
| Slide 2: 6 bullet points (check page) |  | 6 |
| Slide 3: Title & Photo |  | 2 |
| Slide 4: Title, Layout & Two Photos |  | 4 |
| Slide 5: Green is Green |  | 2 |
| Slide 5: Save Energy is Italics |  | 2 |
| **TOTAL** |  | 25 |



**Chapter 2 - PowerPoint - Yoga & Meditation**

Slide 1: Sun Symbol \_\_\_\_ 2pts

Slide 1: Photo \_\_\_\_ 1 pts

Slide 1: Theme \_\_\_\_ 1 pts

Slide 2: Photo (Border & Shadow) \_\_\_\_ 2 pts

Slide 2: Photo (Background) \_\_\_\_ 1 pt

Slide 3: Photo (Formatted Photo) \_\_\_\_ 2 pts

Slide 4: Shapes \_\_\_\_ 4 pts

Slide 4: WordArt (color & design) \_\_\_\_ 2 pts

Birds Power Point

|  |  |  |
| --- | --- | --- |
| Slide 1: Bird Photo with Yellow Beak (2 pts) and transparent background (2 pts) |  | 4 |
| Slide 1: Music Playing |  | 2 |
| Slide 1: Slide Notes (2 pt/sentence) |  | 8 |
| Slide 2: No spelling errors |  | 2 |
| Slide 2: Bird image with brown beak |  | 2 |
| Slide 2: Slide Notes (2 pt/sentence) |  | 2 |
| Slide 3: Video plays |  | 2 |
| Slide 3: Speaker Notes (2 pt/sentence) |  | 6 |
|  TOTAL |  | 28 |



Birds Power Point

|  |  |  |
| --- | --- | --- |
| Slide 1: Bird Photo with Yellow Beak (2 pts) and transparent background (2 pts) |  | 4 |
| Slide 1: Music Playing |  | 2 |
| Slide 1: Slide Notes (2 pt/sentence) |  | 8 |
| Slide 2: No spelling errors |  | 2 |
| Slide 2: Bird image with brown beak |  | 2 |
| Slide 2: Slide Notes (2 pt/sentence) |  | 2 |
| Slide 3: Video plays |  | 2 |
| Slide 3: Speaker Notes (2 pt/sentence) |  | 6 |
|  TOTAL |  | 28 |

|  |  |  |
| --- | --- | --- |
| Slide 1: Bird Photo with Yellow Beak (2 pts) and transparent background (2 pts) |  | 4 |
| Slide 1: Music Playing |  | 2 |
| Slide 1: Slide Notes (2 pt/sentence) |  | 8 |
| Slide 2: No spelling errors |  | 2 |
| Slide 2: Bird image with brown beak |  | 2 |
| Slide 2: Slide Notes (2 pt/sentence) |  | 2 |
| Slide 3: Video plays |  | 2 |
| Slide 3: Speaker Notes (2 pt/sentence) |  | 6 |
|  TOTAL |  | 28 |

Top Ten Power Point

Six Photos (3 each) \_\_\_\_\_\_\_ 18 Six Photos \_\_\_\_ 18

Symbols (2 each) \_\_\_\_\_\_\_ 9 Symbols \_\_\_\_ 9

Word Art (2 each) \_\_\_\_\_\_\_ 4 Word Art \_\_\_\_ 4

Slide Master \_\_\_\_\_\_\_ 10 Slide Master \_\_\_\_ 10

10 Slides \_\_\_\_\_\_\_ 11 10 Slides \_\_\_\_ 11

Transitions \_\_\_\_\_\_\_ 11 Transitions \_\_\_\_ 11

Creativity \_\_\_\_\_\_\_ 5 Creativity \_\_\_\_ 5

Grammar \_\_\_\_\_\_\_ 5 Grammar \_\_\_\_ 5

Slide Title \_\_\_\_\_\_\_ 2 Slide Title \_\_\_\_ 2

Six Photos (3 each) \_\_\_\_\_\_\_ 18 Six Photos \_\_\_\_ 18

Symbols (2 each) \_\_\_\_\_\_\_ 9 Symbols \_\_\_\_ 9

Word Art (2 each) \_\_\_\_\_\_\_ 4 Word Art \_\_\_\_ 4

Slide Master \_\_\_\_\_\_\_ 10 Slide Master \_\_\_\_ 10

10 Slides \_\_\_\_\_\_\_ 11 10 Slides \_\_\_\_ 11

Transitions \_\_\_\_\_\_\_ 11 Transitions \_\_\_\_ 11

Creativity \_\_\_\_\_\_\_ 5 Creativity \_\_\_\_ 5

Grammar \_\_\_\_\_\_\_ 5 Grammar \_\_\_\_ 5

Slide Title \_\_\_\_\_\_\_ 2 Slide Title \_\_\_\_ 2

Six Photos (3 each) \_\_\_\_\_\_\_ 18 Six Photos \_\_\_\_ 18

Symbols (2 each) \_\_\_\_\_\_\_ 9 Symbols \_\_\_\_ 9

Word Art (2 each) \_\_\_\_\_\_\_ 4 Word Art \_\_\_\_ 4

Slide Master \_\_\_\_\_\_\_ 10 Slide Master \_\_\_\_ 10

10 Slides \_\_\_\_\_\_\_ 11 10 Slides \_\_\_\_ 11

Transitions \_\_\_\_\_\_\_ 11 Transitions \_\_\_\_ 11

Creativity \_\_\_\_\_\_\_ 5 Creativity \_\_\_\_ 5

Grammar \_\_\_\_\_\_\_ 5 Grammar \_\_\_\_ 5

Slide Title \_\_\_\_\_\_\_ 2 Slide Title \_\_\_\_ 2

Excel Rubric

Chapter 1: Save Sable River Foundation (30)



Chapter 2: The Mobile Masses Payroll Report (20)

Chapter 3: Modern Music Shops (10)

Rows 1-8 and Modern Music Shops (shaded) - 2pts

July - Chart - typed and aligned diagonally - 1pt

July Total Expenses (B23): $1,463,397.72 - 1pt

Chart column (ROW I) with lines - 1pt

Total Total Expenses (H23): $14,778,748.04 - 2pts

Cell I11 =NOW() 1pt

3D Pie Chart

 Six Month Financial Project (Title) - 1pt

 Pie Chart - 6 pie pieces - 1pt

Excel Portfolio Project

10 Stocks 10 pts

Average (1 pt each) 6 pts

Highest 7 pts

Lowest 7 pts

Total Initial Cost (under 25K) 5 pts (0 pts if over 25K)

Formulas 40 pts (each per column F, H, I, J)



**Microsoft Word Assignment - Final**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_ Flier \_\_\_\_\_\_

Short Intro/Text \_\_\_\_\_ Short Intro/Text \_\_\_\_\_\_

Bullet Points \_\_\_\_\_ Bullet Points \_\_\_\_\_\_

Photo \_\_\_\_\_ Photo \_\_\_\_\_\_

Table \_\_\_\_\_ Table \_\_\_\_\_\_

Page Border \_\_\_\_\_ Page Border \_\_\_\_\_\_

Spelling & Grammar \_\_\_\_\_ Spelling & Grammar \_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_ Flier \_\_\_\_\_\_

Short Intro/Text \_\_\_\_\_ Short Intro/Text \_\_\_\_\_\_

Bullet Points \_\_\_\_\_ Bullet Points \_\_\_\_\_\_

Photo \_\_\_\_\_ Photo \_\_\_\_\_\_

Table \_\_\_\_\_ Table \_\_\_\_\_\_

Page Border \_\_\_\_\_ Page Border \_\_\_\_\_\_

Spelling & Grammar \_\_\_\_\_ Spelling & Grammar \_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_ Flier \_\_\_\_\_\_

Short Intro/Text \_\_\_\_\_ Short Intro/Text \_\_\_\_\_\_

Bullet Points \_\_\_\_\_ Bullet Points \_\_\_\_\_\_

Photo \_\_\_\_\_ Photo \_\_\_\_\_\_

Table \_\_\_\_\_ Table \_\_\_\_\_\_

Page Border \_\_\_\_\_ Page Border \_\_\_\_\_\_

Spelling & Grammar \_\_\_\_\_ Spelling & Grammar \_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_ Flier \_\_\_\_\_\_

Short Intro/Text \_\_\_\_\_ Short Intro/Text \_\_\_\_\_\_

Bullet Points \_\_\_\_\_ Bullet Points \_\_\_\_\_\_

Photo \_\_\_\_\_ Photo \_\_\_\_\_\_

Table \_\_\_\_\_ Table \_\_\_\_\_\_

Page Border \_\_\_\_\_ Page Border \_\_\_\_\_\_

Spelling & Grammar \_\_\_\_\_ Spelling & Grammar \_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_ Flier \_\_\_\_\_\_

Short Intro/Text \_\_\_\_\_ Short Intro/Text \_\_\_\_\_\_

Bullet Points \_\_\_\_\_ Bullet Points \_\_\_\_\_\_

Photo \_\_\_\_\_ Photo \_\_\_\_\_\_

Table \_\_\_\_\_ Table \_\_\_\_\_\_

Page Border \_\_\_\_\_ Page Border \_\_\_\_\_\_

Spelling & Grammar \_\_\_\_\_ Spelling & Grammar \_\_\_\_\_\_

**Powerpoint Assignment - FINAL**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

Slide 1: University Name \_\_\_ / 5 pts Slide 1: University Name \_\_\_ / 5 pts

Slide 2: University Majors \_\_\_ / 5 pts Slide 2: University Majors \_\_\_ / 5 pts

Slide 3: Admission Reqs \_\_\_ / 5 pts Slide 3: Admission Reqs \_\_\_ / 5 pts

Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

Slide 1: University Name \_\_\_ / 5 pts Slide 1: University Name \_\_\_ / 5 pts

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

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Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

Slide 1: University Name \_\_\_ / 5 pts Slide 1: University Name \_\_\_ / 5 pts

Slide 2: University Majors \_\_\_ / 5 pts Slide 2: University Majors \_\_\_ / 5 pts

Slide 3: Admission Reqs \_\_\_ / 5 pts Slide 3: Admission Reqs \_\_\_ / 5 pts

Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

Slide 1: University Name \_\_\_ / 5 pts Slide 1: University Name \_\_\_ / 5 pts

Slide 2: University Majors \_\_\_ / 5 pts Slide 2: University Majors \_\_\_ / 5 pts

Slide 3: Admission Reqs \_\_\_ / 5 pts Slide 3: Admission Reqs \_\_\_ / 5 pts

Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

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Slide 1: University Name \_\_\_ / 5 pts Slide 1: University Name \_\_\_ / 5 pts

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Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts

Each slide to have Speaker Notes (2 pts). Each slide to have Speaker Notes (2 pts).

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Slide 4: Tuition Costs \_\_\_ / 5 pts Slide 4: Tuition Costs \_\_\_ / 5 pts

Slide 5: Additional Info \_\_\_ / 5 pts Slide 5: Additional Info \_\_\_ / 5 pts

Grammar/Spelling \_\_\_ / 5 pts Grammar/Spelling \_\_\_ / 5 pts

Slide Master \_\_\_ / 1 pts Slide Master \_\_\_ / 2 pts

Word Art \_\_\_ / 1 pts Word Art \_\_\_ / 2 pts

Total: \_\_\_ / 30 pts Total: \_\_\_ / 30 pts