

Task	5 points	Points/Comments
Table of Contents (5 pts.)	Formatted correctly with 6.5" tab stop and dot leader. Page numbers are included on each page (using header/footer)	
Résumé (5 pts.)	Résumé is formatted correctly (use template) Required headings are included and filled out correctly	
Letter (5 pts.)	Letter is formatted correctly (use letter template). 5 Interview skills and 5 questions are included in the letter in bullet points <i>5 extra Bonus Points if you include a creative letterhead</i>	
Memo (5 points)	Memo is formatted correctly (use memo template) Bullet points are used to explain additional information	
Budget (5 pts.)	Budget Spreadsheet organized well and contains one or more formulas. A graph and explanation of the graph is included with the spreadsheet	
Graph (5 pts.)	Spreadsheet and Graph make sense and contain useful information. The graph and explanation of the graph is included with the spreadsheet.	
Newsletter (5 pts.)	Newsletter is correctly formatted with title and columns. Adequate information/pictures are included to make it look like a newsletter.	
Phone and Message Pad (5 pts.)	Telephone conversation is included Message Pad looks professional (text box, lines, etc)	
Certificate (5 pts.)	Certificate is formatted correctly into landscape view with a border. Certificate looks professional with text centered and picture/lines included.	
Invitation (5 pts.)	Invitation is formatted correctly with a border and looks professional.	
Employee Evaluation (5 pts.)	Evaluation has been created using a table. Evaluation Criteria make sense for your business. Include at least 5 criteria	
Hyperlinks (5 pts.)	All hyperlinks work properly	
PowerPoint (5 pts.)	PowerPoint contains required slides and appropriate animations	
Total Points: 65		