**Integrated Project**

**Due Date: May 12**

Instructions: For this assignment you will be turning in an assignment from another class in which you used Word, Excel, or PowerPoint. **If you do NOT have a project that fits the criteria you will need to create one that you could turn in to another class**.Do **ONE** of the following options andsubmit it to my **DROPitTOme** account. **The password is afjh. File should be named classperiod\_last name\_first name\_Integrated Project.** Projects turned in early may receive extra credit. **This project needs to be an individual assignment (NO PARTNERS).** This project is worth **10%** of your overall grade for the term. In other words, each point deducted on this assignment drops your overall grade one percent.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_ Project was prepared for (example Biology):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Option #1: Word** | | | | |
| **Criteria** | **Points**  **Possible** | | **Points**  **Earned** | |
| 2 page minimum | **1** | |  | |
| Graphic (Picture) | **1** | |  | |
| Double spaced | **1** | |  | |
| Header w/page numbers | **1** | |  | |
| Margins (1”) | **1** | |  | |
| Spelling & grammar | **1** | |  | |
| Special formatting (bold, underline, italicize, tabs, bullets, numbers, etc.) | **1** | |  | |
| Overall look and appeal | **3** | |  | |
| **Total** | **10** | |  | |
| **Option #2: PowerPoint** | | | | |
| **Criteria** | | **Points**  **Possible** | | **Points**  **Earned** |
| Objective (purpose) stated clearly at beginning | | **1** | |  |
| 10 slide minimum | | **1** | |  |
| At least 3 layouts | | **1** | |  |
| Consistent design and color scheme | | **1** | |  |
| Appropriate graphics | | **1** | |  |
| Custom animations | | **1** | |  |
| Slide transitions | | **1** | |  |
| Readable font & font sizes | | **1** | |  |
| Overall look and appeal | | **2** | |  |
| **Total** | | **10** | |  |
| **Option #3: Excel** | | | | |
| **Criteria** | **Points**  **Possible** | | **Points**  **Earned** | |
| Correct number formats | **1** | |  | |
| Appropriate formulas used | **1** | |  | |
| Proper alignment | **1** | |  | |
| Suitable chart | **1** | |  | |
| Borders/lines used | **1** | |  | |
| Readable font style and size | **1** | |  | |
| Shading used | **1** | |  | |
| Centered horizontally & vertically | **1** | |  | |
| Overall look and appeal | **2** | |  | |
| **Total** | **10** | |  | |