Final Project

It's up to you now. Design your own productivity project that will demonstrate the skills, knowledge, and abilities you've gained throughout the semester. This semester we've covered word processing, spreadsheets, and presentations (with a few other things sprinkled in). We have used Microsoft Word, Google Docs, Microsoft Excel, Google Sheets, Microsoft PowerPoint, and Google Slides for productivity software.

Your project will need to include word processing, spreadsheets, and presentation skills. You need to use at least **one Microsoft program** and **one Google program**. There needs to be a **common theme** in the project you create. For example, you might be a writer and use word processing for a story you are writing, presentation software to pitch your book idea to publishers, and a spreadsheet to track readers' input on storylines.

These should be professionally done, well designed, and show your best ability. You will turn in all three parts on Google Classroom. All the information should be in your own words and **NOT PLAGIARIZED**. Any plagiarized projects will receive only partial credit.

Grading

Use this rubric to self-assess your project (everyone). Make sure to send this to me on Google Classroom with your other project resources.

Criteria (or Standard)	1	2	3	4	Feedback/Reflection
Word Processing How well did you demonstrate your ability to use the features and tools of the word processing program. The document has meaningful content, is formatted correctly, well designed, and contains few errors.					
Spreadsheets How well did you demonstrate your ability to use the features and tools of the spreadsheet program. The spreadsheet has meaningful content, is formatted correctly, well designed, and contains few errors.					
Presentations How well did you demonstrate your ability to use the features and tools of the presentation program.					

The presentation has meaningful content, is formatted correctly, well designed, and contains few errors.				
Design/Theme Did you use C.R.A.P. design throughout your project? Is there a common theme throughout your project?				

1 = not yet ('D' or lower); **2** = satisfactory ('C'); **3** = good ('B'); **4** = excellent ('A' or full points)

100 Pts

*Points awarded/lost based on the [creative computer rubric](#).

CHANGE ADD SPACE FOR WHICH PROGRAM WAS USED
ADD LIST OF SKILLS??