| Name Period Date |
|------------------|
|------------------|

| UNIT | 4 | Word Processing |
|------|---|-----------------|

**Project 4** 



## 3 Independent Practice (page 203)

## **Create a Web Page**

**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 |                  | <b>Teacher Evaluation</b> |
|---|-------------------|------------------|---------------------------|
| Criteria  | Completed         | Not<br>Completed | Comments                  |
| Find information and graphics to use on the Web page you will create about the topic listed |                   |                  |                           |
| Use Microsoft Word to create a one page newsletter  |                   |                  |                           |
| Include at least one graphic and one table  |                   |                  |                           |
| Cite the sources for your pictures and information used in the project                      |                   |                  |                           |
| Add trademark symbols if necessary  |                   |                  |                           |
| Use correct spelling, punctuation, and grammar  |                   |                  |                           |
| Edit your newsletter to be sure it is clear and free of errors                              |                   |                  |                           |