

**Advanced
Word Lesson**

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**Challenge Yourself Project
9 Use and Modify Graphics**



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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created a new document			
Inserted a business-oriented graphic as an object			
Cropped the graphic			
Resized the graphic			
Decreased the contrast of the graphic			
Below the graphic, keyed the title <i>Sales Summary – 2006</i>			
Created a chart showing profits for each quarter of a year			
Created a table showing sales across four regions: <i>North, South, East, and West</i>			
Double-checked your work			
Saved the document as w1rev-[your first initial and last name]9			