Name _____ Period _____ Date_____

Advanced Word Lesson **3**

**Challenge Yourself Project
10 Create a Festival Program**

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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**
Used Word to create a program for the music festival			
Created a cover page listing the festival's name and date			
Inserted a table of contents on the second page			
Included at least two levels of headings			
Included at least six headings that provide an outline for the festival's information			
Included two simple figures			
Created captions for the two figures			
Made sure it was easy for festival-goers to find the information they need			
Proofread and checked spelling			
Saved the document as w3rev-[your first initial and last name]10			