

**Advanced Word Lesson 5 Challenge Yourself Project 10 Modify Work Processes**



**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 menu called Newsletter			
Placed at least four commands in the Newsletter menu			
Added one new button to the Formatting toolbar			
Added another new button to the Formatting toolbar			
Keyed a list of the changes you made			
Explained the reasoning behind the changes			
Keyed a brief description of each command			
Proofread and checked spelling			
Saved the document as w5rev-[your first initial and last name]10			