

**Word  
Unit 1**

**Portfolio Project  
3 Make a Flyer**



**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 simple flyer			
Provided the camp's name, location, and dates			
Provided a list of classes being taught			
Provided contact information			
Used no more than three different fonts			
Used no more than three different colors			
Used varied type size			
Used WordArt, clip art, or other graphics to make the flyer visually interesting			
Carefully proofread the flyer and made corrections			
Saved the document to your Portfolio Folder			