

**Word
Unit 1**

**Portfolio Project
4 Create a Newsletter**



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 newsletter			
Used no more than three different fonts			
Used no more than three different colors			
Used varied type size			
Used WordArt, clip art, and photos as needed			
Used either a 2- or 3-column design			
Provided 2 or 3 brief stories about the camp			
Provided the camp's name and location and dates for the next session			
Stated why kids love to participate in the camp			
Carefully proofread your newsletter and made corrections			
Saved the document to your Portfolio Folder			