

**Word  
Unit 1**

**Lesson**

**5**

**Challenge Yourself Project  
11 Produce 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 the information in the data file Theater_Newsletter to create a one-page newsletter			
Create a newsletter that has two columns			
Included at least 2 graphics in the newsletter			
Used WordArt to format the newsletter title			
Placed the title above the columns			
Proofread and make any necessary edits to your newsletter			
Saved the newsletter as Theater_Newsletter-[your first initial and last name]11			