

**Advanced Word Lesson 5 Challenge Yourself Project 11 Create a Macro for 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           |
| Recorded a new macro with the name <i>Events</i>                 |                   |               |                    |
| Assigned the keyboard shortcut [Ctrl] + [Alt] + [G]              |                   |               |                    |
| Recorded yourself creating a table for the senior center events  |                   |               |                    |
| Created a new document   |                   |               |                    |
| Keyed instructions for running the <i>Events</i> macro           |                   |               |                    |
| Ran the macro  |                   |               |                    |
| Double-checked your work   |                   |               |                    |
| Saved the document as w5rev-[your first initial and last name]11 |                   |               |                    |