

**Advanced Word Lesson 5 Challenge Yourself Project 9 Format 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
Created a new document			
Changed the document's default font settings			
Chose a font that will make the newsletter easy to read			
Chose a font size that will make the newsletter easy to read			
Chose a font color that will make the newsletter easy to read			
Keyed a note explaining the purpose of the newsletter			
Invited members to submit articles			
Proofread and checked spelling			
Saved the document as w5rev-[your first initial and last name]9			