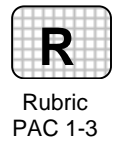


UNIT 1 Design with Microsoft Word Projects Across the Curriculum



Project 3 (page 100)

Create a Greeting Card

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
Brainstorm ideas for a quad-fold greeting card.			
Write a short poem or message that fits the occasion.			
Choose images that enhance the message and make the card attractive.			
Use WordArt or an interesting font to add text to the first panel.			
Insert your poem or message on the third panel.			
Add clip art or other design elements to the card.			
Add a "Created by" credit on the last panel.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			