Name _____ Period _____ Date_____

Project 1-5 (pages 20–24)

Insert and Wrap Clip Art

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Change the left margin to 2.5 inches.			
Format the body text to 20 pt, Times New Roman**.**			
Cut the third sentence and paste it at the end of the fable.			
Use **Edit>Replace** to change all instances of *skunk* to *bear*.			
Use the **Thesaurus** to find a synonym for *pretended*.			
Place and size the title in a text box, running vertically along the left edge.			
Format the title in centered, 36 pt, Arial Rounded MT Bold.			
Apply a shadow effect to the title and add a gold fill to the text box.			
Insert and resize an illustration.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			