Name _____ Period _____ Date_____

| Chapter **1** | **Introducing Desktop Publishing** | **Project 1-4** | **R** |
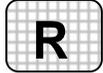
Project 1-4 (pages 15–19)

Format with Word Tools

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**
Cut second paragraph and paste in as first paragraph.			
Change text to 16-pt, Poor Richard (or similar old-fashioned) font. Justify the text.			
Key the title using 24 pt font size, centered.			
Use **Show/Hide** button to remove the seven double spaces in the document.			
Key *Abraham Lincoln* and format in 28-pt, Brush Script bold.			
Add a 2-line drop cap in Brush Script to the first paragraph.			
Add a 3-pt. box border to the page.			
Create a header with your name and date. Align right.			
Create a footer with the date *November 19, 1863*. Center and italicize.			
Use the **Spelling and Grammar** button to correct any mistakes.			
Follow directions to save and print your work.			