Name _____ Period _____ Date_____

Project 1-6 (pages 25–29)

Create a Certificate

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
Set up the page in Landscape orientation.			
Add an aqua border to the page.			
Insert a watermark in the background.			
Use WordArt to format *Certificate of Completion* in red, 54 pt, Lucida Calligraphy.			
Format your name in 48 pt, Script MT Bold, or a similar font.			
Format *has completed* in 28 pt, Lucida Sans.			
Format *Desktop Publishing Design* in 36 pt, Lucida Sans.			
Format *Word Processing* in 20 pt, Lucida Sans.			
Change vertical alignment to Center.			
Condense *has completed* by 2 pt. Expand your name by 2 pt.			
Follow directions to save and print your work.			