

Chapter**1****Introducing Desktop
Publishing****Chapter
Assessment**Rubric
IP 1-1**1 Independent Practice (page 53)****Create a Daily Schedule**

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
Draw a four-column table of your daily schedule by hand.			
Label columns <i>Period</i> , <i>Class</i> , <i>Time</i> , <i>Teacher</i> .			
Use Word to create a table based on your hand-drawn model.			
Merge the first row and add a centered heading.			
Insert a new column labeled <i>Room</i> .			
Key your data into the table and format as desired.			
Add color shading and borders as desired.			
Adjust column and text spacing as needed.			
Use AutoFit to Contents.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			