

Chapter**1****Introducing
Desktop Publishing****Project 1-10**Rubric
1-10**Project 1-10 (pages 46–47)****Create a Résumé with a Template**

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
Select the <i>Professional Resume</i> template.			
Remove the <i>Tips</i> row.			
Replace the template information with the information from Data File 1-10.			
Run spell-check.			
Follow directions to save and print your work.			