



Project 1-1 (pages 7–9)

Format with Fonts

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
Save the file according to your teacher's instructions.			
Format the title in a sans serif font.			
Format the title in an 18 pt font size.			
Format the author's name and date in a serif font.			
Format the author's name and date in a 10-pt font size.			
Format the body of the text in a 12 pt serif font.			
Check the document in Print Layout View and revise if necessary.			
Check for spelling and other errors and revise as necessary.			
Save the date file a second time with a new name.			
Format the new file with fonts of your choice.			