Name _____ Period _____ Date_____

Chapter **2** Vector Graphics in Word) **Project 2-6**

R

Rubric
2-6

Project 2-6 (pages 79-83)

Create a Newsletter

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 left and right margins of 0.75 inches.			
Use WordArt to key *The Camelot Crier* in 54 pt, Old English Text. Change the color to black.			
Key text in Steps 7– 8 in 12 pt, Old English Text. Add double-line borders above and below the text.			
Insert clip art to the right of the newsletter title and resize.			
Insert a section break below the masthead.			
Change the margins of the new section to 1.0 inch.			
Insert Data File 2-6b and format in two columns.			
Create and apply new styles for Newsletter headings and bylines.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save your work.			

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