

Chapter**2****Vector Graphics in Word****Project 2-7**
 Rubric
2-7
Project 2-7 (pages 84-87)**Crop and Resize a Photograph**

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
Create a 2-line drop cap in Harrington font to begin each of the articles.			
Change the knights' names to dark red.			
Justify all body text.			
Create a text box around <i>Upcoming Events</i> . Set the title in centered, 14 pt Harrington and the body text in 12 pt Perpetua.			
Use the Wingding font to insert a banner symbol on both sides of the title. Insert a blank line.			
Add gold fill and a black border to the text box.			
Insert the castle image and crop to reduce height. Resize to fit.			
Adjust the photo's brightness and contrast. Add a 1½ pt line around the photo.			
Add a caption and center it.			
Resize the photo and text to balance the columns.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			