



Project 2-8 (pages 89-92)

Design a Brochure

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
Open Data File 2-8, change to landscape orientation, and save.			
Set tab and leaders to align composers' names at 2.75 inches.			
Indent soloists' names to 0.72 inches.			
Format text into two columns.			
Create a <i>Section Head</i> style using bold, 24 pt Harrington, with 28 pt Spacing Before. Remove the underline.			
Use Format Painter to apply the <i>Section Head</i> style to all the groups.			
Create a <i>Song</i> style using a 12 pt Franklin Gothic Book (or another san serif font) with 4 pt Spacing Before.			
Use Format Painter to apply the <i>Song</i> style to all songs and composers.			
Format soloists names with 12 pt Harrington.			
Adjust alignment and spacing so columns are even.			
Follow directions to save your work.			