

Chapter **3**

Introducing
Microsoft Publisher

Project 3-9



Rubric
3-9

Project 3-9 (pages 140-144)

Design the Menu Interior

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
Create text boxes on pages 2 and 3 of Project 3-8. Insert data files.			
Create a <i>Menu Heading</i> style: 24 pt Rockwell, 12 pt line spacing before the paragraph, and a black rule after it. Apply to all section heads.			
Create a <i>Menu Item</i> style: 12 pt Times New Roman, 8 pt line spacing after the paragraph, a right tab stop at 2.125", and a dot leader. Apply to all menu items.			
Insert four picture files as shown in Figure 3.52. Add text boxes and captions.			
Create a <i>Caption</i> style: 10 pt Arial Narrow. Apply to all captions.			
Create a <i>Menu Spread</i> master page with margins of 1.5 inches (top) and 0.5 inch (bottom).			
Insert the logo file in the master page. Change width to 2". Align and center.			
Add a 1 pt gray line at the top and bottom of the master page. Insert a page number. Add a full-page gold gradient rectangle.			
Apply Master B <i>Menu Spread</i> to the inside spread pages.			
Check the document in Print Preview and revise if necessary			