

Chapter**3****Introducing
Microsoft Publisher****Project 3-2**
 Rubric
3-2
Project 3-2 (pages 110–114)**Design a Business Card**

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
Select the Brocade Business Card. Replace template text with your name and information.			
Key phone, fax, and e-mail numbers in the address text box frame.			
Change grid guides to 5 columns and 4 rows.			
Align name and title text boxes below the first row gridline.			
Align the address text box below the second row gridline. Format the company name in bold.			
Position the logo in the top left corner.			
Insert the clock image in the logo. Adjust brightness and contrast. Resize to fit.			
Insert the second clock image as a background. Resize and crop as directed.			
Choose Washout to lighten the background image.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			