



**Project 3-3 (pages 115–119)**

**Add Tear-Offs to a Flyer**

**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 a document with 0.5 inch margins, 4 columns, and 10 rows.			
Insert WordArt in 36 pt Berlin Sans FB. Key <i>Baby-Sitter</i> .			
Change the fill color to Ocean Gradient. Resize to fit across the page. Move to the second row.			
Create a text box across columns 2–3 in the first row. Key the text. Increase the font size to fit.			
Key the list in Figure 3.17 to span rows 3–7 and columns 3–4. Increase the font size to fit.			
Add bullets to the list and change to match the font size.			
Insert the clip art and resize to fill columns 1–2 and rows 3–7. Flip the picture to face the text.			
Create a text box in row 8, spanning columns 2–3. Key contact information in a centered sans serif font. Enlarge text to fit the text frame.			
Create phone tear-offs in the bottom row, using text created in Step 18. Resize as needed.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			