Name _____ Period _____ Date_____

**Project 9-2** (pages 385–386)

**Create a Timeline**

**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 a blank Publisher publication in landscape. | | | |
| Insert a calendar from the Design Gallery Objects. | | | |
| Set the correct date. | | | |
| Delete any rows and columns from the calendar with unnecessary dates. | | | |
| Ungroup the calendar. Enlarge to fill the workspace. | | | |
| Plan with your group how long each part of your project will take and who will do each task. | | | |
| In the calendar, create colored text boxes spanning the dates projected for each task and key in the relevant information. Use Figure 9.7 as a model. | | | |
| Follow directions to save and print your work. | | | |