



Project 9-1 (pages 382–384)

Assign Team Roles

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.			
Drag the Flowchart and Connectors menus onto the workspace.			
In a Process rectangle, key the title. Resize the box. Center and format the text.			
Create four copies of a Connector oval. Add text to each oval: <i>Writing, Layout, Graphics, Project Management</i> .			
Distribute ovals horizontally and then Align Middle. Group them.			
Center align the oval group and the rectangle.			
Use Elbow Arrow connectors to connect the rectangle to each of the four ovals.			
Create a new row of ovals. Add text as directed in Step 13.			
Align and group the new row. Center align the row with the rest of the diagram.			
Add connectors between the two rows of ovals.			
Add a row of ovals for names of each group member. Connect name ovals to task ovals. Add color to the flow chart.			
Save your work as directed.			