

UNIT 2 Design with Microsoft Publisher Projects Across the Curriculum



Project 2 (page 194)

Create a Personal Budget Planner

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
Examine Publisher's Business Form templates.			
Sketch a design for your weekly budget planner. Include headers for columns.			
Insert rows to record your expenses for a week. Include a row to total your expenses.			
Insert a table. Format it so it is attractive and easy to read.			
Add Design Gallery objects, clip art, or borders.			
Check for spelling and other errors and revise as necessary.			
Evaluate your design according to PARC principles.			
Follow directions to save and print your work.			