

Advanced Word Unit 1 Academic Connections Create a Booklet to Organize Information



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
Using the Internet or library, researched amphibians			
Learned the names of at least two common families in each of the three orders			
Learned the names of at least two species within each family			
Created a new Word document			
Inserted and formatted a heading on Page 1 called <i>Amphibians</i>			
Created and formatted headings on the three remaining pages: <i>Frogs and Toads</i> , <i>Salamanders and Newts</i> , and <i>Caecilians</i>			
Keyed a bulleted list under each family listing the common and scientific name of each species			
Modified an existing theme to give the booklet a unified look			
Inserted a graphic that represents each family and scaled graphics as needed			
Inserted captions for each graphic and applied a password to the document			
Saved the document as Amphibians-[your first initial and last name]			