Name _____ Period _____ Date_____
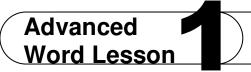
Advanced Word Lesson **1**

Challenge Yourself Project
9 Use and Modify Graphics

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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
Created a new document			
Inserted a business-oriented graphic as an object			
Cropped the graphic			
Resized the graphic			
Decreased the contrast of the graphic			
Below the graphic, keyed the name *Business Leaders*			
Created a schedule or agenda for the club's first meeting			
Allotted time for introductions, a report on past activities, and the main topic of discussion			
Added a description of future events			
Saved the document as adv-w1rev-[your first initial and last name]9			