

Unit 2

Lesson 1

Challenge Yourself Project 11 Create a Custom Text Style



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.

| | Student Checklist | | Teacher Evaluation |
|--|--------------------------|----------------------|---------------------------|
| Criteria | Completed | Not Completed | Comments |
| Created a letter than can be sent to five local business owners | | | |
| Described your club in the letter | | | |
| In the personalized letter, invited the business owners to speak to your club at a meeting | | | |
| Used mail merge to add name and address blocks | | | |
| Used the Busines_Club.docx file for the addresses | | | |
| Created envelopes for each letter | | | |
| Double-checked your work | | | |
| Saved the document as adv-w1rev-[your first initial and last name]11 | | | |