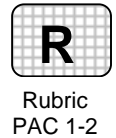


UNIT 1 Design with Microsoft Word Projects Across the Curriculum



Project 2 (page 99)

Create a Visual Report

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
Research a science-related topic. Write text and find suitable images.			
Sketch a layout for your report.			
Use Word's Drawing toolbar to create your report.			
Create a title with WordArt.			
Separate text into smaller sections with headers.			
Create bullets for any text in list format.			
Add 1 or 2 images and resize or crop as needed.			
Create callouts and/or captions.			
Cite all sources.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			