

Chapter

1

Introducing
Desktop Publishing

Project 1-7

Rubric
1-7**Project 1-7 (pages 30–35)****Create a Business Flyer**

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
Change the title to 24 pt, centered.			
Justify the body text and adjust the line spacing.			
Reformat the second paragraph into a list.			
Format and insert customized bullets, using Wingdings .			
Kern the title, adjusting spacing until letters appear to be equally separated.			
Insert and center the HypothetiCo logo above <i>Meeting Demand</i> .			
Insert and center the graph between paragraphs 1 and 2.			
Position and resize the sidebar, right-side-up, along the left side of the page.			
Insert and right align the page number.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			