

Chapter

3

Introducing
Microsoft Publisher

Project 3-8

Rubric
3-8**Project 3-8 (pages 137-139)****Design the Menu Exterior**

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
Create a booklet 5.5" x 8.5", with 5 columns and 4 rows.			
Change the top margin to 1.5 inches and the other margins to 0.5 inch.			
Insert logo in row 1. Change the width to 4 inches. Align and center.			
Add text boxes in rows 2 and 4. Key text and format as directed.			
Copy the logo to page 4. Align and center at bottom of page.			
Insert a text box above the back-page logo. Key <i>When you need a break from home cooking.</i>			
Format the text in centered, 18 pt Rockwell. Use bottom vertical alignment.			
Insert Data File 3-8b on the master page.			
Check the document in Print Preview and revise if necessary.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			