Chapter **3** Introducing Microsoft Publisher | **Project 3-7** | **R**

Project 3-7 (pages 133-135)

Add Hyperlinks to Web Pages

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**
Open Project 3-6 and add a blank page.			
In columns 2–4, row 3, key *Course Descriptions* in 24 pt Arial Black.			
Insert Data File 3-7a in a text box spanning columns 2–4, rows 4–10.			
Create a *Lunch Menu* page.			
Create a *Volunteer Opportunities* page.			
On page 1,create a hot spot on the Home box, and insert a hyperlink.			
Send the hyperlink to the master page.			
Create hot spots and hyperlinks linking each of the other three pages.			
On page 1, place a transparent green, no-line rectangle over the *Home* box.			
Copy the rectangle and paste it in the other three pages, over the box with the page's name.			
Use Web Page Preview to test your hyperlinks.			
Follow directions to save and print your work.			