

**Chapter****3**Introducing  
Microsoft Publisher**Project 3-1**Rubric  
3-1**Project 3-1 (pages 106–109)****Create a Calendar with a Template**

**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.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Change the start and end dates of the Travel Calendar template to November 2008.			
Choose the Grove color scheme.			
Rotate the title. Position and resize to fit to the left of the calendar.			
Delete the right and center pictures. Insert autumn clip art in the left picture. Resize and reposition.			
Key <i>Election Day</i> and <i>Veterans Day</i> in a 14 pt san serif font.			
Change the color of Nov. 26-28. Add a text box across the three days and key <i>No School!</i> in the same san serif font, but at 22 pt.			
Change the color of the first row of the calendar to black and the text color to white.			
Use Design Checker to review and fix any problems.			
Check the document in Print Preview and revise if necessary.			
Follow directions to save and print your work.			