

Chapter

3

Introducing
Microsoft Publisher

Project 3-4

Rubric
3-4**Project 3-4 (pages 120–124)****Create a Coupon Mailer**

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 8.25" x 3.5" custom page with 0.25" margins, 2 columns, and 4 rows.			
Insert skier clip art in the left column. Resize and crop to fit the space.			
Key text in the first row to span both columns. Format in a centered 20 pt serif font. Change the text over the picture to white.			
Key text in the second row and format as shown in Figure 3.24. Adjust size to fit the text box.			
Key text in the third row. Format in red, centered Arial Black. Enlarge to fill the text box.			
Insert and resize a bold, black, globe Webding to replace the "o" in <i>World</i> .			
Key text in the bottom row in a 10 pt serif font. Format 1 pt lines above and below text.			
Create a coupon with a 2¼ pt dash-style border around the text in rows 2–4. Insert a scissors dingbat.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print your work.			