

Advanced Word Lesson 1 Challenge Yourself Project 11 Create a Custom Text Style



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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created a letter than can be sent to five local business owners			
Described your club in the letter			
In the personalized letter, invited the business owners to speak to your club at a meeting			
Used mail merge to add name and address blocks			
Used the Busines_Club.docx file for the addresses			
Created envelopes for each letter			
Double-checked your work			
Saved the document as adv-wlrev-[your first initial and last name]11			