

UNIT 4 Word Processing Project 1



Rubric
U4P1_IP2

2 Independent Practice (page 151)

Create and Save a Document

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
Use the Internet to effectively research Web sites about dogs			
Find a suitable graphic from a Web site			
Print the graphic, with permission from your teacher			
Locate the address of the organization you have chosen to use in your project			
Open a new document			
Save the document as <i>Your Name Dog Letter</i>			
Use correct spelling, punctuation, and grammar			