

UNIT 2 Computer Hardware and Software Unit Closer



Rubric
U2_PAC3

Projects Across the Curriculum 3 (page 83)

Create a Greeting Card

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 Windows Office Help to learn how to Import clipart, use WordArt, or use drawing tools to create a design | | | |
| Use Windows Office Help to create and print a folded booklet | | | |
| Write a greeting for outside and a short phrase for inside the card | | | |
| Use Word to create a greeting card with the book fold setup | | | |
| Get your teacher's permission and print your card | | | |
| Edit to make your directions clear and free of errors | | | |
| Use correct spelling, punctuation, and grammar | | | |