

**UNIT 4** Word Processing Project 4



Rubric  
U4P4\_IP4

**3 Independent Practice (page 203)**

**Create a Web Page**

**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
Find information and graphics to use on the Web page you will create about the topic listed			
Use Microsoft Word to create a one page newsletter			
Include at least one graphic and one table			
Cite the sources for your pictures and information used in the project			
Add trademark symbols if necessary			
Use correct spelling, punctuation, and grammar			
Edit your newsletter to be sure it is clear and free of errors			