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| --- | --- | --- | --- | --- |
|  | Target | Totally Gets it! | Somewhat gets it! | Not a Clue! |
| 1. | Uses the number button to keep their places in order. (All numbers start at the same place.) | 20 | 10 | 0 |
| 2. | Write a paragraph for each place, and explain why you want to visit it! (Needs to be a good paragraph, not just a few sentences) | 50 | 25 | 0 |
| 3. | Insert 3 bullets of facts or cool things about the place. | 30 | 15 | 0 |
| 4. | Insert a table with information about: Admission Cost, Contact Information, Available Times, Location | 10 | 5 | 0 |
| 5. | Format the table so that everything is centered horizontally and vertically. (Calibri Font, Point 11. Choose whichever color table style you want) | 40 | 20 | 0 |
| 6. | Insert 1 picture so that it is a background graphic as a washout. (Behind your text so that you can see the words) | 20 | 10 | 0 |
| 7. | Insert 2 Pictures with different picture effects. (Insert Comments explaining the picture effects) | 30 | 15 | 0 |
| 8. | Make the name of the place you are going size 18, bold underline, italics, arial black font. | 30 | 15 | 0 |
| 9. | Hyperlink the name of the place to a website so that you can get information from it! | 20 | 10 | 0 |
| 10. | Insert page numbers, bottom of page, centered | 10 | 5 | 0 |
| 11. | Insert an art page border around the document, width 12 pt. | 10 | 5 | 0 |
| 12. | Use standard formatting (Calibri, Point 11) for the description and bullets. | 30 | 15 | 0 |
| Total Point | **/300** |  |