**Microsoft Word Project Rubric**

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| --- | --- | --- | --- | --- | --- |
| Fern_Creek_Tiger_modifiedRequirements: |  | Points possible | Yes | No | Total points |
| General Information: |  |  |  |  |  |
| Use **Word Art**, your choice**Page Border** | Title of your business  | 25 points/ Title25 points/ page border | OO | OO |  |
| Give me a **2 inch top margin, use two columns, use landscape** |  | 10 points/ 2 inch margin10 points/ two columns10 points/ landscape | OOO | OOO |  |
| **Size 14**, **Center, Bold, Underline,** choose any font you like. Use a **shadow border with a color shading** for the category name. | 5 Categories (Ex. Appetizer, sandwiches, drinks, salads, desserts)  | 25 points/ 5 categories10 points / Size 1410 points / Centered10 points / Bold10 points / Underlined50 points / Shadow border with Color shading | OOOOOO | OOOOOO |  |
| Use **pictures** for props and backgrounds | Insert at least 4 pictures in your project, but one of them has to be a background picture! As example shown | 20 points/ 4 pictures25 points/one picture background | OO | OO |  |
| **Size 12, Left align, Arial Font**, Normal. Use a **tab leader** for the price | 4 examples of food for each category (Ex. Appetizer – cheese fries, chicken wings, cheese sticks, egg rolls) | 50 points 4 examples5 points/ Size 125 points/ Left align5 points/ Arial font25 points/Tab leader20 points/ description of product | OOOOOO | OOOOOO |  |
| **Creativity** | Everything looks sharp and clean. The categories and the names of the food items and descriptions all stand out. They don’t all look the same! | 50 points | O | O |  |
| **Extras** | 3 extras you did for your Project that made it more interesting and look better. Name them here! | Total Points Possible400  | Your Score |