

**Lesson 6, Project 6-1**

Description	Pts	Your Score
File saved as <b>Shelter News</b> followed by student's initials	1	
Text below phone number formatted in two columns	2	
Headings centered in columns	2	
Column break added before <i>Choosing a Puppy</i>	2	
Border, shading, and a pattern added to paragraph	2	
Clip art of person and a dog inserted and positioned as indicated	2	
Clip art changed to floating object and resized to 1" x 1"	2	
Text at top of newsletter changed to WordArt style 9 with teal outline and fill colors	2	
Document viewed in One Page view and adjusted to fit on one page	2	
Text box with yellow fill added. Student's name added and centered	2	
Document is saved, printed, and closed	1	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 6, Project 6-2**

Description	Pts	Your Score
Poster from Figure 6-30 is created	14	
Text box inserted and student's name added	2	
Document saved as <b>Garage Sale</b> followed by student's initials	2	
Document printed and closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 6, Project 6-3**

Description	Pts	Your Score
Document is saved as <b>Holiday Invitation</b> followed by student's initials	2	
Holiday theme clip art added, resized and aligned to fit document	3	
Color, font, and font size of text changed	3	
Document fits on one page	3	
Appropriate page color and page border is added	3	
Student's name added in red text box in lower-right corner	3	
Document is saved, printed, and closed	3	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 6, Project 6-4**

Description	Pts	Your Score
Document saved as <b>Org Chart Memo</b> followed by student's initials	1	
Text at top of document changed to new color	2	
Border with one thick line and one thin line added around <i>MEMORANDUM</i> in same color as text	2	
Clip art of the earth is inserted at top of document	2	
Object changed to floating object with Tight text wrapping and is resized	2	
Object changed to appear behind text and is recolored	2	
Organization chart text typed from Figure 6-31	2	
Organization chart has specified color, SmartArt style, and Layout style	2	
Callout regarding Rosa's promotion added	2	
The name <i>Vera Thomas</i> is replaced with student's name	2	
Document is saved, printed, and closed	1	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	