

**COMPUTER I Business Card/Logo
GRADING SHEET**

Logo.doc

-At least THREE Logos that CONTAIN:

- 1) SIMPLE clipart graphic
- 2) AutoShape
- 3) WordArt
- 4) ~~sources listed correctly~~

_____ /5

-Elements are:

ARRANGED (Right-click: Arrange; bring to front/back)

GROUPED (right-click: Group)

_____ /5

-LOGO DESIGN: Design and/or font easy to read, thought out, simple in nature, clear, crisp. Is the style unique, yet simple? Color: Do the colors look good together? Is the shape used as part of the design - not just a "backdrop"?

_____ /5

Businesscard.doc:

Layout contains necessary contact information that is "professionally" organized, clear and easy to read. Font choices and spacing layout help to highlight important information.

_____ /10

DIGITAL ORGANIZATION (Saving): Work is saved as TWO documents: logo.doc and businesscards.doc in your LOGO folder on the server.

_____ /5

TOTAL: _____/30

Staple one finished business card here