

<input type="checkbox"/> 2 pages	<input type="checkbox"/> Page number	<input type="checkbox"/> Images	2 pts per, 15 pts for overall look and layout 75 pts total
<input type="checkbox"/> 2 Columns	<input type="checkbox"/> Different types of font and sizes	<input type="checkbox"/> Borders tool	
<input type="checkbox"/> 2 Advertisements	<input type="checkbox"/> Use of tab stops	<input type="checkbox"/> Indent	
<input type="checkbox"/> List	<input type="checkbox"/> .5 margins	<input type="checkbox"/> Name included somewhere	
<input type="checkbox"/> Nameplate and masthead	<input type="checkbox"/> Insert a shape or logo	<input type="checkbox"/> Use justified on your text	
<input type="checkbox"/> Footer and header	<input type="checkbox"/> Different alignments used	<input type="checkbox"/> Wrap text Square on your pics	
<input type="checkbox"/> Table	<input type="checkbox"/> Hyperlink	<input type="checkbox"/> Use of drop cap	
<input type="checkbox"/> Text box	<input type="checkbox"/> Inserted symbol	<input type="checkbox"/> Footnote	
<input type="checkbox"/> 2 clip art graphics	<input type="checkbox"/> Apply a style	<input type="checkbox"/> Shading	
<input type="checkbox"/> Watermark	<input type="checkbox"/> Bold, Italic, Underline	<input type="checkbox"/> Word Art	

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