

Grading Rubric – PowerPoint 2007 Chapter 1, In the Lab 3, Part 1 & 2

Description			Pts	Your Score
Part 1	Document	Type slides from outline Correct spelling Oriel document theme applied Doc Properties – author, keywords Correct save	5	
	Slide 1	Student name added Title font size 60, italic Subtitle font size 32, paragraph with name size 37 (or on one line)	3	
	Slide 2	Two first level bullets, first with two sub-bullets, second with three sub-bullets	2	
	Slide 3	Two first level bullets, first with one 2 nd level, and one 3 rd level sub-bullets, second with one sub-bullet	2	
	Slide 4	Two first level bullets, first with one sub-bullet, second with one 2 nd level and three 3 rd level sub- bullets	2	
Part 2	Document	Civic document theme applied No spelling errors Correct save	1.5	
	Slide 1	Remove italics from the title paragraph, bold instead change title font size to 44 Edit first subtitle to “New Fall Seminars” Edit person title, and change font size of line to 28	3	
	Slide 2	Edit first level paragraph to “Quilting for the Holidays” Edit second level paragraph text to “Quilts will be...” Edit 2 nd first level paragraph to “Intermediate...”	2.5	
	Slide 3	Edit both 2 nd level paragraphs	2	
	Slide 4	Edit both levels of first bullet	2	
TOTAL POSSIBLE POINTS:			25	