

Grading Rubric – Word 2007

Chapter 1, Apply Your Knowledge

Description		Pts	Your Score
Headline	Font changed to 48-point Cooper Black Heading Style 1, centered 0 pt spacing before paragraph	2	
Body text	22 point font size The word “entire” deleted The word “Creek” inserted into the document Bold “October 4 and 5” The three lines below the image should be bulleted. The word “and” underlined	3	
Image	Combine picture inserted and centered above bulleted text Snip Diagonal Corner, White style applied Border color Orange, Accent 6	2	
Signature line	! added to end Heading style 2, centered 28 point font size, italic 12 points spacing before paragraph	3	
Document	Civic theme colors applied to document Opulent font set applied to document Entire Flyer should fit on one page. Doc Properties – Author, keywords entered	3.5	
	Correct Save	.5	
TOTAL POSSIBLE POINTS:		14	