

## Grading Rubric – Word 2007

### Chapter 2, Apply Your Knowledge

Description		Pts	Your Score
Page	Header: change 'Draft' to 'Modified', change 1 <sup>st</sup> line to No Spacing style add 'Page', space and insert page number align all to right	<b>2.5</b>	
Text	Drag and drop edit to switch 2 <sup>nd</sup> and 3 <sup>rd</sup> paragraphs The word "effectively..." moved and underline removed Replace all 'Internet' with 'Web' Thesaurus change 'incorporated' to 'integrated'	<b>3.5</b>	
Format	Indent first line of 3 paragraphs Double space 3 paragraphs Space after paragraphs removed	<b>3</b>	
Document	Update properties Correct save	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>		<b>10</b>	