Grading Rubric – Word 2007
Chapter 1, Extend Your Knowledge

Description		Pts	Your Score
Headline	Font size increased to largest fit on 1 line	**2**	
Body text	Change color from black Change solid underline in first bullet to decorative underline Change bullets to other than dots	**3**	
Image	Remove Drop Shadow, add Glow effect	**2**	
Document	Change color and width of page border Doc Properties – Author, keyword(s) entered	**2**	
	Correct Save	**1**	
TOTAL POSSIBLE POINTS:		**10**	