

Grading Rubric – Word 2007

Chapter 2, In the Lab 2

Description:		Pts	Your Score
Document formatting	Header to number pages	3	
Text	Name and course info left	1	
	Centered title	1	
	Four paragraphs	6	
	Manual page break after last paragraph	1	
	Works Cited title centered	1	
Paragraph formatting	Double spacing extra line space below each paragraph removed	1	
	First line indents	1	
	Quick style for paragraphs	1	
	Works Cited list has hanging indent	1	
References	Reference inserted at 2 nd P, 1 st S, footnote formatted as MLA style	2	
	Bibliography style MLA	1	
	Citations entered (3)	3	
	Insert bibliography	1	
Document	Check spelling and grammar	2	
	Update properties (student name)	1	
	Correct save	1	
	Printout + word count, inc footnote	2	
TOTAL POSSIBLE POINTS:		30	