Grading Rubric – Word 2007
Chapter 1 Lesson - Horseback Riding Lessons Flyer

Description	Pts	Your Score
Document text accurately entered	2	
The headline should be centered and size changed to 48 points, font Copperplate Gothic Bold	2	
Body text font size changed to 16 points	1	
Bullets should be added to the paragraphs of the body copy	1	
Signature line changed to Heading Style 2 and centered	1	
Key words in the announcement are in bold for emphasis.	1	
Style Set changed to Modern, theme colors changed to Aspect, theme fonts changed to Foundry	3	
Relevant clip art is inserted and centered and Metal Oval picture style applied	4	
A border added around page	2	
Spacing corrected	1	
Document properties – name, course, keywords	1	
Correct save and print	1	
TOTAL POSSIBLE POINTS:	**20**	