

Grading Rubric – Word 2007

Chapter 2, Wireless Communications Paper

Description		Pts	Your Score
Document formatting	Header: Student's last name and page number right-aligned on all three page	2	
Text	Intro information top left Centered title Five paragraphs Drag and drop edit in 3 rd paragraph Replace 3-G with 3G Use thesaurus to replace 'proper' with 'appropriate' Check spelling and grammar	7	
Paragraph formatting	Text double spaced Remove spacing after paragraphs First line indents for paragraphs Quick Style created and applied Footnote style applied Modify works cited style, then create hanging indent	6	
References	Bibliography style MLA Source entered in 2 nd paragraph, (edit to add page numbers) Footnote mark entered at end of 2 nd paragraph, text at bottom w/ citation placeholder Add footnote source citation One more citation Works Cited page w/ centered title Create Bibliography from citations Modify and update	6	
Document	Update properties Correct save Print document properties Print paper	4	
TOTAL POSSIBLE POINTS:		25	