

## Grading Rubric – Word 2007 Chapter 3: Lesson (35 pts)

### Canaan Letterhead

| Description                   |  | Pts      | Your Score |
|-------------------------------|--|----------|------------|
| Content & Format              | No spacing Quick Style<br>Urban theme  | 1        |            |
|                               | Name: 20-pt, Teal Acc2, Dk25%  | 2        |            |
|                               | Apple-books clip inserted, resized 35%, recolor Acc2 Lt,<br>set L side transparent | 2        |            |
|                               | R-tab at R margin, type contact info   | 1        |            |
|                               | Bottom border (turned off for next line)   | 1        |            |
| Document                      | Update properties (student name)<br>Correct save                                   | 1        |            |
| <b>TOTAL POSSIBLE POINTS:</b> |  | <b>8</b> |            |

### Canaan Cover Letter

| Description                   |   | Pts       | Your Score |
|-------------------------------|---|-----------|------------|
| Content                       | Inside address and salutation   | 9         |            |
|                               | Type body of letter, creating and using building blocks                 |           |            |
|                               | Table: 2 x 4 created and data entered                                   |           |            |
|                               | Add text to letter, with bulleted list                                  |           |            |
|                               | Add complimentary close and signature                                   |           |            |
| Format                        | Italicize newspaper name  | 4         |            |
|                               | Table style: Med Grid3-Acc2, resized to fit contents,<br>Table centered |           |            |
|                               |   |           |            |
| Document                      | Update properties (keywords)<br>Correct save, Print                     | 2         |            |
| <b>TOTAL POSSIBLE POINTS:</b> |   | <b>15</b> |            |

### Canaan Resume

| Description |   | Pts | Your Score |  |   |   |   |
|-------------|---|-----|------------|--|---|---|---|
| Content     | Origin template to create the resume<br>Delete rows from template table<br>Copy contact info from cover letter to resume, delete website field<br>Type: Objectives, Education with line breaks, Experience, with indents<br>Insert Building Block for 2 <sup>nd</sup> Exp info<br>Type Skills section, then alphabetic sort<br>Insert Building Block for Ref's, edit to Comm Svc, type Svc info | 6   |            |  |   |   |   |
|             | Format  |     |            | Format name, bold, same color as cover letter<br>Remove after line spacing after Education, and within Experience<br>Theme color Urban | 3 |   |   |
|             |   |     |            | Document   |   | Print preview (fit on one page), Print<br>Update properties, Correct save<br>Address and print envelope | 3 |
|             |   |     |            |  |   | <b>TOTAL POSSIBLE POINTS:</b>   |   |