

Business Applications with Microsoft Word
Task Assessment Chart for Project 1

Name _____

Date _____

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
1-1 Task 1		Task completed and printed	3	3	
Mission Statement		No keying, spelling, grammar errors	3	3	
		Functions—graphics, character formats	4	4	
		Appearance; format; design decisions	5	5	
			15	15	
Comments:					
1-1 Task 2		Task completed and printed	5	5	
Report with Styles		No keying, spelling, grammar, number usage errors	3	3	
		Functions—styles, line/page breaks, bullets	10	10	
		Appearance; format; creativity	7	7	
			25	25	
Comments:					
1-1 Task 3		Task completed and printed	5	5	
Schedule of Fees		No keying, spelling, grammar errors	3	3	
(Report with Table)		Functions—Table AutoFormat, adjust row and column sizes	5	5	
		Appearance; format; creativity	2	2	
			15	15	
Comments:					
1-1 Task 4		Task completed and printed	5	5	
Organizational Chart		No keying or spelling errors	3	3	
		Functions—Insert diagram, add shapes, format shapes, specify colors	5	5	
		Appearance; format--center vertically and horizontally	2	2	
			15	15	
Comments:					
1-1 Task 5		Task completed and printed	5	5	
Edit Fee Schedule		Functions—modify text, insert rows above and below	5	5	
			10	10	
Comments:					

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
Job 1-1		About Us	80	80	
1-2 Task 1		Task completed and printed	5	5	
Block Letter		No keying or spelling errors	3	3	
		Functions—Insert date, header on second page; not on first page	5	5	
		Appearance; format--block letter with open punctuation; correct notations	2	2	
			15	15	
Comments:					
1-2 Task 2		Task completed and saved as template	5	5	
Memo Template		Functions—use Professional memo template; create new template	5	5	
		No keying or spelling errors	3	3	
		Appearance	2	2	
			15	15	
Comments:					
1-2 Task 3		Task completed and saved as template	5	5	
Fax Template		Functions—use Professional fax template; create new template	5	5	
		No keying or spelling errors	3	3	
		Appearance	2	2	
			15	15	
Comments:					
1-2 Task 4		Task completed and printed	5	5	
Report Format		No keying, spelling, grammar, number usage errors	3	3	
(Complex)		Functions—styles, mirror margins, section breaks, insert and change page numbers,	10	10	
		Appearance; format; creativity	7	7	
			25	25	
Comments:					
1-2 Task 5		Task completed and printed	10	10	
Business Plan Outline		No keying, spelling, grammar, number usage errors	3	3	
		Functions—Title style, outline (numbered)	5	5	
		Appearance; format; creativity	2	2	
			20	20	
Comments:					
Job 1-2		Standardizing Document Formats	90	90	
1-3 Task 1		Task completed and printed	5	5	

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
Employee Directory (Access)		No keying or spelling errors	3	3	
		Functions—modify table, enter data in table view, format datasheet	5	5	
		Appearance; format	2	2	
			15	15	
Comments:					
1-3 Task 2		Task completed and printed	3	3	
Master List Company (Word)		No keying or spelling errors	3	3	
		Functions—enter text, format text, sort	2	2	
		Appearance; format	2	2	
			10	10	
Comments:					
1-3 Task 3		Task completed and printed landscape	5	5	
Company Directory (Access)		No keying or spelling errors	3	3	
		Functions—modify table, enter data in table view, format datasheet	5	5	
		Appearance; format	2	2	
			15	15	
Comments:					
1-3 Task 4		Task completed and printed	10	10	
Company Policies		No keying, spelling, grammar errors	3	3	
		Functions—graphic line, heading styles, character formats, text alignment, numbering	4	4	
		Appearance; format	3	3	
			20	20	
Comments:					
Team Project (Optional)		Collecting data	(15)		
		Analyzing data and making decisions	(15)		
Comments:					
Job 1-3		Updating Directories and Policies	60 (90)	60	
1-4 Task 1		Task completed	10	10	
File Management Setup folders		No keying or spelling errors	1	1	
		Functions—New folders and subfolders	4	4	
			15	15	
Comments:					
1-4 Task 2		Task completed	10	10	

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
Shared Files		No keying or spelling errors	1	1	
Setup folders		Functions—New folders and subfolders	4	4	
			15	15	
Comments:					
1-4 Task 3		Task completed	5	5	
Move files		Functions—copy, move files	5	5	
(Decision Making)		Good decisions	5	5	
			15	15	
Comments:					
Job 1-4		Managing Files	45	45	
1-5 Task 1		Task completed and printed	10	10	
Application Form		No keying or spelling errors	3	3	
		Functions—Unlimited text fields, limited text fields, drop-down lists, yes/no boxes with default set, protect forms	10	10	
		Appearance; format	2	2	
			25	25	
Comments:					
1-5 Task 2		Task completed and printed	10	10	
Admissions Checklist		No keying or spelling errors	3	3	
		Functions—Graphics, heading styles, checkbox, protect forms	10	10	
		Appearance; format	2	2	
			25	25	
Comments:					
1-5 Task 3		Task completed and printed	10	10	
Request for Services		No keying or spelling errors	3	3	
Form		Functions—Unlimited text fields, limited text fields, drop-down lists, yes/no boxes with default set, protect forms	10	10	
		Appearance; format	2	2	
			25	25	
Comments:					
Job 1-5		Designing Forms	75	75	
Project 1 (Jobs 1-5)		UBI Administrative Services	350 (380)	350 (380)	
Project 1 Test 1					
Task 1		Task completed and printed	5	5	
Letter		No keying or spelling errors	3	3	

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
		Functions—Insert date; use UBI logo with graphics	5	5	
		Appearance; format--block letter with open punctuation; correct notations	2	2	
			15	15	
Comments:					
Task 2		Task completed and printed	5	5	
Fax Cover		Functions—UBI fax template; save as document	5	5	
		No keying or spelling errors	3	3	
		Appearance; used correct information	2	2	
			15	15	
Comments:					
Task 3		Task completed and printed	10	10	
Application		No keying or spelling errors	3	3	
		Functions—completed form with multiple controls, saved appropriately	5	5	
		Appearance; format	2	2	
			20	20	
Comments:					
Task 4		Task completed	10	10	
File Management		No keying or spelling errors	1	1	
		Functions—New subfolders; Save As	4	4	
			15	15	
Comments:					
Task 5		Task completed and printed	10	10	
Report with Table		No keying, spelling, grammar errors	3	3	
		Functions—Table AutoFormat, adjust row and column sizes, number alignment, styles, number pages	10	10	
		Appearance; format;	2	2	
			25	25	
Comments:					
Project 1 Test		Task completed and printed	3	3	
Task 6		Functions—e-mail; attach file	3	3	
Compose E-Mail		No keying, grammar, or spelling errors	3	3	
		Appearance	1	1	
			10	10	
Comments:					

Job/Task	Comp. Date	Assessment Factors	Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
Project 1 Test			100	100	