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; formatcenter 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; formatblock letter with	2	2	
		open punctuation; correct notations			
		open punctuation, correct notations	15	15	
Comments:					
1-2 Task 2		Task completed and saved as template	5	5	
Memo Template		Functions—use Professional memo	5	5	
•		template; create new template			
		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	
		Appearance, format, creativity	25	25	
Comments:					
1-2 Task 5		Task completed and printed	10	10	
Business Plan		No keying, spelling, grammar, number	3	3	
Outline		usage errors			
		Functions—Title style, outline (numbered)	5	5 2	
		Appearance; format; creativity	2		
			20	20	
Comments:					
Job 1-2		Standardizing Doorn art Francets	90	90	
J00 1-2		Standardizing Document Formats	90	90	
1-3 Task 1	+	Task completed and printed	5	5	
1-3 1 ask 1		rask completed and printed	J	J	

Employee Directory	Job/Task	Comp. Date		Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
Comments: Functions—modify table, enter data in table view, format datasheet	Employee Directory		No keying or spelling errors		1	
Appearance; format			Functions—modify table, enter data in			
Comments:			,	2	2	
1-3 Task 2						
Master List	Comments:					
Master List	1-3 Task 2		Task completed and printed	3	3	
Company (Word)	Master List			3	3	
Comments:	Company			2	2	
Comments:			Appearance; format	2	2	
1-3 Task 3				10	10	
Company Directory	Comments:					
No keying or spelling errors 3	1-3 Task 3		Task completed and printed landscape	5	5	
Comments: Functions—modify table, enter data in table view, format datasheet Appearance; format 2 2 2 2 15 15 15 15 1						
table view, format datasheet Appearance; format 2 2 2 15 15 15 15 15						
Appearance; format	(1 Recess)					
1-3 Task 4				2	2	
Comments: 1-3 Task 4 Task completed and printed No keying, spelling, grammar errors S			1 appearance, format			
Company Policies No keying, spelling, grammar errors Functions—graphic line, heading styles, character formats, text alignment, numbering Appearance; format Team Project (Optional) Comments: Comments: Updating Directories and Policies Full Task 1 Fask completed File Management No keying or spelling errors Functions—New folders and subfolders Functions—New folders and subfolders Team Project Comments: Comments: Results 1 Task completed Functions—New folders and subfolders Tomments: Results 1 Task completed Functions—New folders and subfolders Team Project Comments: Comments: Results 2 Task completed Team Project Team Project Comments: Team Project Collecting data (15) (15) Comments: Team Project Collecting data (15) (15) Comments: Team Project Collecting data (15) Team Project (15) Team Project (15) Team Project (15) Team Project Collecting data (15) Team Project Team Project (15) Team Project (Comments:					
Functions—graphic line, heading styles, character formats, text alignment, numbering Appearance; format 3 3 3 Comments: Team Project (Optional) Comments: Updating Directories and Policies Job 1-3 Updating Directories and Policies 60 (90) 1-4 Task 1 Task completed No keying or spelling errors File Management No keying or spelling errors Setup folders Functions—New folders and subfolders Functions—New folders and subfolders Comments:	1-3 Task 4		Task completed and printed	10	10	
character formats, text alignment, numbering Appearance; format 3 3 3 Comments: Team Project (Optional) Comments: Job 1-3 Updating Directories and Policies Updating Directories and Policies File Management Setup folders Functions—New folders and subfolders Functions—New folders and subfolders Comments: Comments: Character formats, text alignment, numbering a set of subject to the property of the pro	Company Policies		No keying, spelling, grammar errors	3	3	
Comments: Comments: Collecting data Collecting data Comments: Collecting data Collecting data Collecting data Comments:			character formats, text alignment,	4	4	
Comments: Comments: Collecting data Colle			Appearance; format	3	3	
Team Project Collecting data (15) (Optional) Analyzing data and making decisions (15) Comments: Job 1-3 Updating Directories and Policies 60 (90) 1-4 Task 1 Task completed 10 10 File Management No keying or spelling errors 1 1 1 Setup folders Functions—New folders and subfolders 4 4 Comments:				20	20	
(Optional) Analyzing data and making decisions (15) Comments: Updating Directories and Policies 60 Job 1-3 Updating Directories and Policies 60 1-4 Task 1 Task completed 10 File Management No keying or spelling errors 1 Setup folders Functions—New folders and subfolders 4 Comments: 15	Comments:					
(Optional) Analyzing data and making decisions (15) Comments: Updating Directories and Policies 60 (90) 1-4 Task 1 Task completed 10 10 File Management No keying or spelling errors 1 1 Setup folders Functions—New folders and subfolders 4 4 Comments: 15	Team Project		Collecting data	(15)		
Comments: Updating Directories and Policies 60 (90) 1-4 Task 1 Task completed 10 File Management No keying or spelling errors Setup folders Functions—New folders and subfolders Comments:						
1-4 Task 1 Task completed 10 10 File Management No keying or spelling errors 1 1 1 Setup folders Functions—New folders and subfolders 4 4 Comments:						
File Management No keying or spelling errors 1 1 1 Setup folders Functions—New folders and subfolders 4 4 15 15 15 Comments:	Job 1-3		Updating Directories and Policies		60	
File Management No keying or spelling errors 1 1 1 Setup folders Functions—New folders and subfolders 4 4 15 15 Comments:	1.45				10	
Setup folders Functions—New folders and subfolders 4 4 4				10	10	
Comments:				1	1	
Comments:	Setup folders		Functions—New folders and subfolders			
				15	15	
	Comments:					
1-4 Task 2 Task completed 10 10	1-4 Task 2		Task completed	10	10	

Job/Task	Comp. Date		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	1	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		No keying or spelling errors	3	3	
Checklist					
		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	
1 0 1 WOLL 5		No keying or spelling errors	3	3	
Request for Services					
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			(300)	(300)	
Task 1		Task completed and printed	5	5	
Letter	1	No keying or spelling errors	3	3	

Job/Task	Comp. Date		Self /Peer Assessment Points Score	Instructor Assessment Points Score	Points Earned
			5	5	
		Appearance; formatblock letter with open punctuation; correct notations	2	2	
		- Fr Fr	15	15	
Comments:					
Task 2		Task completed and printed	5	5	
Fax Cover		Functions—UBI fax template; save as	5	5	
		document			
		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					
File Management		Task completed	10	10	
		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	
- C	1		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	Assessment		Instructor Assessment Points Score		Points Earned
Project 1 Test			100		100		