Grading Rubric – Word CH-3
Chapter Project

Description	Pts	Your Score
Heartland Letterhead.docx, *Heartland Advertisement Letter.docx*		
Heartland Letterhead A rounded rectangular shape has been inserted: 0.5" by 7", Intense Effect - Brown, Accent 4 style	.5	
The "HEARTLAND TRACTOR CLUB" text has been entered: Segoe Script, font size 22	.5	
The contact information has been entered below the shape: bullet symbol inserted and a bottom border has been added below the contact information	.5	
Images have been inserted, formatted, and positioned in the shape: tractor, resized to 35%; Orange, Accent color 3 Dark; transparent background; border, Brown, Accent 4, Darker 50%; right image flipped	.5	
The letterhead has been saved as "Heartland Letterhead.docx"; the document properties changed as specified by the instructor; and printed	.5	
Heartland Advertisement Letter The current date has been entered at the 4" tab stop in the document, as specified in the guidelines for a modified block style letter	.5	
The inside address has been entered with two blank lines inserted after the date, and a building block has been created with the name of the company, and the salutation has been entered with a blank line after the inside address	.5	
In the first sentence in the body of the letter, the prospective advertiser name has been inserted from a building block, and a nonbreaking space has been inserted in the magazine name	.5	
A table has been inserted with the data provided, and the Medium Grid 3 - Accent 4 Table Style	.5	
A bullet list has been inserted	.5	
TOTAL POSSIBLE POINTS:	**5.0**	

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Apply Your Knowledge

Description	Pts	Your Score
Apply 3-1 Projected College Expenses Modified.docx		
The tab stop at the 1" mark on the ruler has been removed in the title line	**.5**	
A centered tab at the 3" mark on the ruler has been set	**.5**	
The characters in the title: • Have been bolded • Their font size has been changed to 14 • Their color has been changed to Dark Blue, Text 2, Darker 25%	**.5**	
The row containing the "Food expenses" has been deleted	**.5**	
A new row has been inserted at the bottom of the table: • "Total" has been entered in the first cell of the row • These values have been entered in the next three cells: Freshman – $10,100.63; Sophomore – $10,787.58; Senior – $12,317.87	**.5**	
A new column has been inserted between the Sophomore and Senior columns: • "Junior" has been entered as the column title • These values have been entered: Room & Board – 3881.21; Tuition & Books – 5552.72; Entertainment – 727.01; Cell Phone – 372.81; Miscellaneous – 372.09; Clothing – 618.29; Total – $11,524.13	**.5**	
In the Table Style Options group (Table Tools Design tab): • Header Row, Total Row, Banded Rows, and First Column check boxes have been check marked • The Last Column and Banded Columns check boxes have not been selected	**.5**	
The Medium Grid 3 - Accent 2 style has been applied to the table	**.5**	
All columns have been made as wide as their contents (AutoFit Contents)	**.5**	
The cells containing the column headings have been centered, and all cells containing numbers in the table have been right-aligned, and the table has been centered between the left and right margins of the page	**.5**	
TOTAL POSSIBLE POINTS:	**5.0**	

Grading Rubric – Word CH-3
Extend Your Knowledge

Description *Filename will vary*	Pts	Your Score
The Quantity and Total Due columns contain the totals, displayed with dollar signs.	1	
Student has noted that the formula used to find the product of values in a row is =PRODUCT(LEFT) and the formula used to sum the values in a column is =SUM(ABOVE).	1	
The clip art has been replaced with clip art images from the Web	1	
The table style has been changed from one shown in Figure 3-80	1	
The paragraphs in the bulleted list have been sorted	1	
The bullets have been changed to picture bullets	1	
The document properties have been changed as specified by the instructor	1	
In addition to the modified letter, single printed mailing label and a full page of mailing labels for the letter have been submitted	2	
Student has indicated how many collections are in his/her Clip Organizer and also identified five properties of the clip art image that he/she located in Step 3.	1	
TOTAL POSSIBLE POINTS:	10	

Grading Rubric – Word CH-3
Lab 1: Creating a Letter with a Letterhead

Description *Lab 3-1 Cloud Storage Letterhead.docx, Lab 3-1 Cloud Storage Letter.docx*	Pts	Your Score
Cloud Storage Letterhead The theme colors have been changed to Technic	1	
The cloud shape has been inserted at an approximate height of 0.95" and width of 5.85"	1	
Text wrapping for the shape has been changed to Top and Bottom	1	
The company name "DataLock Storage" should be added to the shape, and the shape and its text have been formatted as indicated in the figure	1	
The bullet symbols have been inserted as shown in the contact information	1	
The hyperlink format has been removed from the Web address	1	
Formatting has been cleared after entering the bottom border	1	
The letterhead has been saved with the file name "Lab 3-1 Cloud Storage Letterhead"	1	
Cloud Storage Letter The letter has been created using the modified block letter style	1	
The No Spacing Quick Style has been applied to the document text	1	
A left-aligned tab stop at the 3.5" mark has been set on the ruler for the date line, complimentary close, and signature block	1	
The current date has been inserted	1	
The list has been bulleted	1	
The e-mail address has been converted to regular text	1	
An envelope or a mailing label for the letter has been addressed and printed	1	
TOTAL POSSIBLE POINTS:	**15**	

Grading Rubric – Word CH-3
Lab 2: Creating a Letter with a Letterhead and Table (Jonas Public Library)

Description	Pts	Your Score
Lab 3-2 Library Letterhead.docx, Lab 3-2 Library Letter.docx		
Library Letterhead The theme colors have been changed to Trek	1	
The down ribbon shape has been inserted at an approximate height of 1" and width of 7"	1	
Text wrapping for the shape has been changed to Top and Bottom	1	
The library name has been added to the shape, and the shape and its text have been formatted as indicated in the figure	1	
The clip art image has been inserted and resized, text wrapping changed to Top and Bottom, moved to the left of the shape, and formatted	1	
The clip art image has been copied and moved to the right of the shape. The copied image has been flipped horizontally	1	
The small square symbols have been inserted in the contact information	1	
The hyperlink format has been removed from the Web address	.5	
Formatting has been cleared after entering the bottom border	.5	
Library Letter The margins have been changed to 1" top and bottom and .75" left and right	1	
The No Spacing Quick Style has been applied to the document text	1	
A left-aligned tab stop has been set at the 4" mark on the ruler for the date line, complimentary close, and signature block	1	
The current date has been inserted	.5	
The table has been inserted and centered and has been formatted as specified in the figure	1	
The list has been bulleted	1	
The e-mail address has been converted to regular text	.5	
An envelope or a mailing label for the letter has been addressed and printed	1	
TOTAL POSSIBLE POINTS:	**15**	

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Lab 3: Creating a Letter with a Letterhead and Table (County Education Board)

Description *Lab 3-3 Education Board Letter.docx*	Pts	Your Score
The theme colors have been changed to Pushpin	1	
The margins have been changed to 1" top and bottom and .75" left and right	2	
The guidelines in the modified semi-block letter style have been followed	3	
Proper spacing between elements of the letter has been used	3	
After entering the inside address, a building block has been created for Fair Grove Elementary School and the building block inserted whenever you had to enter the school name	4	
Table columns have been resized to fit contents	2	
TOTAL POSSIBLE POINTS:	15	