|  |  |
| --- | --- |
| **Assignment #1 - Filename: INVITATION** | **Possible** |
| Horizontally center the text  | **4** |
| Change Font to Lucida Calligraphy, 28 point | **4** |
| Vertically center the text on the page | **4** |
| Border around the page | **6** |
| Footer with name, period, filename | **2** |
|  **TOTAL** | **20** |
|  |  |
| **Assignment #2 - Filename: SHORT REPORT** | **Possible** |
| Portrait orientation | **2** |
| Double spacing | **2** |
| Calibri, 11 point | **2** |
| Title formatted correctly | **2** |
| Subheadings formatted correctly | **2** |
| Indent first line in the paragraphs | **2** |
| Bullets and style of bullets | **2** |
| Last sentence colored with gray 50% | **2** |
| “ensure” replaced with another word | **2** |
| Page numbers at top and centered | **2** |
| Footer with name, period, filename – (no points) |  |
| **TOTAL** | **20** |
|  |  |
| **Assignment #3 - Filename: RACE TRACK** | **Possible** |
| Uppercase letters on list | **4** |
| List in columns | **4** |
| Border around races | **6** |
| Shading in border around races | **4** |
| Footer with name, period, filename | **2** |
|  **TOTAL** | **20** |
|  |  |
| **Assignment #4 - Filename: STATE STATISTICS** | **Possible** |
| Tabs set and column headings formatted correctly | **6** |
| Tabs set and table information formatted correctly | **6** |
| Dot leaders between columns | **6** |
| Footer with name, period, filename | **2** |
|  **TOTAL** | **20** |
|  |  |
|  |  |
|  |  |
| **Assignment #5 - Filename: LETTERHEAD** | **Possible** |
| Computer graphic in upper-left corner of header | **2** |
| Company address right-aligned in header | **2** |
| Top margin 3” | **2** |
| Table inserted | **4** |
| Column headings bolded and centered | **4** |
| Information centered in columns | **2** |
| Table centered horizontally  | **2** |
| Footer with name, period, filename | **2** |
|  **TOTAL** | **20** |
|  |  |
| **Assignment #6 - Filename: DIET** | **Possible** |
| Style changed on date, title, and headings | **2** |
| “variety” replaced with “range” | **2** |
| Bullets added to ten guidelines | **2** |
| Pyramid SmartArt inserted | **4** |
| Insert two new shapes | **2** |
| Information correctly typed in pyramid | **2** |
| Apply color style of pyramid | **2** |
| Watermark | **2** |
| Footer with name, period, filename | **2** |
| **TOTAL** | **20** |
|  |  |
| **Assignment #7 - Filename: TOWN MAP** | **Possible** |
| Landscape Orientation | **2** |
| WordArt title | **2** |
| Town Map created as per the instructions | **14** |
| Footer with name, period, filename | **2** |
|  **TOTAL** | **20** |

What will I earn?

Name\_\_\_\_\_\_\_\_\_\_\_\_\_

Period\_\_\_\_\_\_