

TEC 920 - Evaluation Rubric
Word

	5	4	3	2	1
Chart	2: Pie Chart with five pieces of data with layout option and new Style - one piece of pie is removed - each piece is a different color or texture - shadowed with textured background - 10: Columnar chart with four rows and four column of entries - changed to Line Chart - 12: New column chart with default data - modified gridlines, background - 13: Organizational chart with several rows of entries - 16: Smart Art design	One of the items is not completed and/or work appears to be done quickly and without care for final details.	Two items are not completed and details appear neglected	Two items are completed to a level that is satisfactory	Only one chart is completed to a satisfactory level
CivilRights	Line Numbering restarted on each page - Page break at "Lured by tales about..."		Line numbering is implemented but continous through document - Page break in place		Line numbering is not implemented but Page Break is in place
Crypto	Assigned letters should be changed.		Only a portion of the letters have been changed		
DTP	One image with text wrap set to tight - One Callout - Drop Cap on first paragraph - Quote from document in an oval object - text is in two columns - justified - Text box with vertical text with wrapping - watermark image behind document	One of the items is not completed and/or work appears to be done quickly and without care for final details.	Two items are not completed and details appear neglected	Two items are completed to a level that is satisfactory	Only one item has be completed satisfactorily.
Graphics	1: five objects in design with line thickness changes - each line has different color - one line is patterned - one line dashed - one line with an arrow - one with arrows at each end 10: Line thickness and color has been changed - 11: Two squares and two circles - 12: Objects filled one with no fill - 16: Fill effects - 17: Texture - 18: Patterns - 19: ellipses with fill - 21: Autosshapes - 23: free draw shapes - 24: Shadow - 26: shadow depth and color - 27: 3-D - 28and 29: 3-D options - 30: text box with text entered - 32: WordArt with name - 35: own WordArt	One of the items is not completed and/or work appears to be done quickly and without care for final details.	Two items are not completed and details appear neglected	Two items are completed to a level that is satisfactory	Only one item has be completed satisfactorily.

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Graphics 2	37: objects are grouped into one large group - 39: all three are displayed and in numeric order - Picture looks like one in manual - 41: arrow nudged against wall - 42: four objects aligned to top - 43: aligned horizontally and distributed horizontally - 44: arrow rotated straight up - 45: School bus heading up hill - 46: Buses face each other with bumpers touching - 47: Picture of FPU sign in grayscale and watermark - 51: one piece of clip art	One of the items is not completed and/or work appears to be done quickly and without care for final details.	Two items are not completed and details appear neglected	Two items are completed to a level that is satisfactory	Only one item has been completed satisfactorily.
History	Tasks completed				
Journal	11: Two quotes from article and response - 22.1: How readability level is valuable in classroom - 23.1: Why do students need Word? 23.2: How can you use Word to help students become better writers - 23.3: Why is it important for teachers to proof work - 23.4: Word and the Writing Process - 23.5: Value of publishing student's work - 23.6 - How can Word help address one achievement standard in their field.	Responses are adequate for each item but show a slight lack of reflection and detail.	Responses are very average and demonstrate a more significant lack of thought and reflection.	Responses are terse with very little reflection evident	Terse with little reflection or effort evident
Labels	Avery 5160 label (three across and ten down) with Address Block				
Letter	Letter in simple format				
List	The first list is bulleted and indented to .3" and text at .25" - the second list is numbered with 1st, 2nd, etc. - The outline portion is numbered with I. A. 1. - Bottom lists are sorted as requested.		Lists are bulleted and sorted but not in requested order		One portion is missing and little effort on the one that is presented.
Merge	Data from MyData file is merged into letter including Address Block and Dear First Name		Data is merged but not linked to correct database	There are addresses in the document but they do not come from the database	
MyData	File is created and at least six entries		File is created but less than six entries		File is there but no data
OnLine	Remaining three Bookmarks are created - Links from top list to each Bookmark - Fresno Unified is linked at the very bottom of the document.		Bookmarks are created but not linked correctly - Web link is correct		Bookmarks created but not linked and web link is missing

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Outline	At least 10 lines of an outline - Style is different than the normal 12 point. Outline numbered in I. A. 1. etc.				
Paragraph	First paragraph to 1" left margin - paragraph 2 left margin to 2" - Paragraphs 3 & 4 indented - Paragraph 5 & 6 reverse indent - Global margins top at .8, left at 1" and right at .5" - Title is centered - date is right justified - first 6 paragraphs are justified - Paragraph 7 line spacing to 14 points and P8 to 24 points - P9 line spacing before to 30 and after to 10 - Title is now History of the World with larger spacing and raised letters.				
Project	One document which shows off skill - should include things like a Table, Tabs, clip art and pictures, text formatting, borders, etc...	Document displays text and graphics but no additional skills	Document displays text and tables but no graphics	Document has only a few graphic elements	Document shows text only
Sample	Paragraphs 22 and 23 are deleted - Paragraph 2 with a different font - paragraphs 4 & 5 font size to 18 - Paragraph 4 is bold - paragraph 5 is italic - Title is centered and expanded - last 6 title letters raised - paragraph 12 is same format at 5 - Paragraph 14 & 15 exchanged - Paragraph 10 should be duplicated at the bottom of the document. - Password protected with FPU as password.		Document is complete but not protected by password - or the password is incorrect		
Short History	Entered required text and save the file. - Three footnotes at the bottom of the first page - a piece of clipart with a caption underneath using Figure - Two more graphics with captions - three Comments included - password protected against making any changes.		Missing two of the elements such as captions or footnotes	Missing three of the elements	
Short History Files	Four files are provided - txt, rtf, html, and dot	Three files are provided	Two files are provided	Only one file is provided	
Spelling	All spelling is correct - Readability information is posted at top	Spellcheck is incomplete and Readability is provided	Spellcheck is incomplete and Readability missing		

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Styles	Doucment which displays a variety of text styles				
Tables	First table is 3 x 3 - Second table is 4 columns and 2 rows with column width of 1" - Third table is drawn with pencil and resembles book - Third table has some data entered - Table 4 has an added column to total 6 - Table 5 should not have an ISBN column - Text on first line of table 4 should fit in one line - Table 7 top row should be merged into one cell - Table 7 has different colors - Table 10 is 3 x 4 and has name and age entered and the data is sorted - Table 11 column 1 is summed, column 2 is averaged, and column 3 is counted	One item is missing and/or incomplete	Two tems are missing and/or incomplete	Three items are missing and/or incomplete	Four items are missing and/or incomplete
Tabs	First set of data (under blue sentence) is entered with tabs at 1", 4" and 5" - Tab setting of red section is the same as the top section		Tabs are set for the bottom section but they do not match the top section		Tabs are incorrectly set and do not match the top section
Thesaurus	All words in red have been changed to new synonyms		Two or more words have not been changed		More than four words have not been changed
TOC	Table of Contents is seen at the beginning of the document.				
Vision	Header "Creating a Vision 1/31/08" centered - Footer: Page 2 of 4 centered - No Header on first page - Two columns beginning with essay text - Three columns at "Technology is the key..." - A border is around the first paragraph - A Drop Cap begins the paragraph "When people have a vision..."		Header and footer is established but first paragraph is not outlined correctly		Header and footer is missing
Web Folder	Web page with text, a piece of clipart				