

	5	4	3	2	1	0
1.1 Move Folder to hard	Accomplished					Not accomplished
2.1 Open new document and enter text	Accomplished					Not accomplished
2.2 Save the file						Not accomplished
2.3 Save in different	Accomplished					Not accomplished
5.1 Header and Footer	Includes the title and date and time in the header and page numbers in the footer - all centered - No header on first page	Includes the data elements but is either not centered or header is displayed on the first page	Incorrect number format in the footer and data elements are not centered	Data elements are there but not formatted nor centered correctly - header displays on first page	Data elements entered but no other formatting is done.	No changes to original document
5.2 Three Columns	Three columns begin at the assigned location		Three columns begin at other than the assigned location		Other than three columns at the incorrect location	No changes to original document
5.3 Line Numbering	Accomplished					No changes to original document
5.4 Page Break	Accomplished					No changes to original document
6.1 Delete Text	Accomplished					No changes to original document
6.2 Change Font	Accomplished					No changes to original document
6.3 Change Font Size	Accomplished					No changes to original document
6.4 Bold and Italic	Accomplished					No changes to original document
6.5 Center title and expand	Centered title, changed font size, and expanded the text		Centered the title and changed the font size - did not expand text		Failed to change font size and expand text	No changes to original document
6.6 Format Painter	Accomplished					Not accomplished
6.7 Move text	Accomplished					No changes to original document
6.8 AutoText	Accomplished					Not accomplished
6.9 Replace text	Accomplished					No changes to original document
6.10 AutoCorrect	Accomplished					Not accomplished
6.11 Spell Check	Accomplished					No changes to original document
6.12 Readability Statistics	Accomplished					Not accomplished
6.13 Thesaurus	Accomplished					No changes to original document
7.1 Left Margin	Accomplished					No changes to original document
7.2 Indent Margins	Accomplished					No changes to original document

7.3	Reverse Indent	Accomplished					No changes to original document
7.4	Global Margins	Accomplished					No changes to original document
7.5	Justification	Accomplished					No changes to original document
7.6	Line Spacing	Accomplished					No changes to original document
7.7	Line Spacing Before and After	Accomplished					No changes to original document
7.8	Replace text, change font size, and raise one	Accomplished					No changes to original document
7.9	Set Tabs	All tabs are set correctly and data entered		Tabs were set but were not placed correctly		Tabs were set incorrectly and little data was entered.	No changes to original document
7.10	Format Painter with Tabs	The tab setting at the bottom matches the setting for the top section					Not accomplished
7.11	Bordered text	Accomplished					No changes to original document
7.12	Drop Cap	Accomplished					No changes to original document
8.1	Bullets and Numbering	Accomplished					No changes to original document
8.2	Change bullet type	Accomplished					Not accomplished
8.3	Change numbering type	Accomplished					Not accomplished
8.4	Outline Numbering	Accomplished					Not accomplished
8.5	Sort Lists	Accomplished					No changes to original document
8.6	Outline Styles	Accomplished					Not accomplished
8.7	Styles	Accomplished					Not accomplished
9.1	Create a Table	Table is created and matches criteria (3x3)		Table is created but does not match criteria			Not accomplished
9.2	Insert Table	Table is created and matches criteria (4x2)		Table is created but does not match criteria			Not accomplished
9.3	Using Pencil Tool to create a Table	Table is created and matches criteria		Table is created but does not match criteria			Not accomplished
9.4	Insert a column into a Table	Accomplished					Not accomplished
9.5	Delete a column from a Table	Accomplished					Not accomplished
9.6	Adjust width of a column in a Table	Accomplished					Not accomplished
9.7	Merge Cells	Accomplished					Not accomplished
9.8	Line Styles	Accomplished					Not accomplished
9.9	Shading cells	Accomplished					Not accomplished

9.10	Sorting cells	Accomplished				Not accomplished
9.11	Using formulas in cells	Accomplished				Not accomplished
10.1	Add objects	Accomplished				Not accomplished
10.2	Modify objects	Accomplished				Not accomplished
10.3	Custom colors	Accomplished				Not accomplished
10.4	Pattern Lines	Accomplished				Not accomplished
10.5	Line thickness	Accomplished				Not accomplished
10.6	Very thick lines	Accomplished				Not accomplished
10.7	Dashed lines	Accomplished				Not accomplished
10.8	Arrows on lines	Accomplished				Not accomplished
10.9	Lines	Accomplished				Not accomplished
10.10	Line Color	Accomplished				Not accomplished
10.11	Squares and Circles	Accomplished				Not accomplished
10.12	Changing object size	Accomplished				Not accomplished
10.13	Deleting objects	Accomplished				No changes to original document
10.14	Fill Color	Accomplished				Not accomplished
10.15	No Fill	Accomplished				Not accomplished
10.16	Fill Effects	Accomplished				Not accomplished
10.17	Texture Fill Effect	Accomplished				Not accomplished
10.18	Pattern Fill Effect	Accomplished				Not accomplished
10.19	Ellipses	Accomplished				Not accomplished
10.20	Modify ovals	Accomplished				Not accomplished
10.21	AutoShapes	Accomplished				Not accomplished
10.22	Basic Shapes	Accomplished				Not accomplished
10.23	Modify AutoShapes	Accomplished				Not accomplished
10.24	Shadow	Accomplished				Not accomplished
10.25	Fill and Shadow	Accomplished				Not accomplished
10.26	Shadow depth and color	Accomplished				Not accomplished
10.27	3-4 Effect	Accomplished				Not accomplished
10.28	3-D Options	Accomplished				Not accomplished
10.29	3-D Settings	Accomplished				Not accomplished
10.30	Text Box	Accomplished				Not accomplished
10.31	Adding text to an object	Accomplished				Not accomplished
10.32	WordArt	Accomplished				Not accomplished
10.33	WordArt text	Accomplished				Not accomplished
10.34	WordArt Rotation	Accomplished				Not accomplished
10.35	Create a new WordArt	Accomplished				Not accomplished
10.36	WordArt Shapes	Accomplished				Not accomplished
10.37	Grouping Objects	Accomplished				No changes to original document
10.38	Grouping Groups	Accomplished				No changes to original document
10.39	Layers	Accomplished				No changes to original document

10.40	Changing layers of objects	Accomplished					No changes to original document
10.41	Nudging objects	Accomplished					No changes to original document
10.42	Aligning objects to top	Accomplished					No changes to original document
10.43	Align and distribute	Accomplished					No changes to original document
10.44	Rotate objects	Accomplished					No changes to original document
10.45	Free Rotate objects	Accomplished					No changes to original document
10.46	Flip objects	Accomplished					No changes to original document
10.47	Insert pictures	Accomplished					Not accomplished
10.48	Resize pictures	Accomplished					Not accomplished
10.49	Grayscale	Accomplished					Not accomplished
10.50	Watermark	Accomplished					Not accomplished
10.51	Clip Art Gallery	Accomplished					Not accomplished
10.52	Changing color schemes	Accomplished					Not accomplished
11.1	Read and respond in Journal						No Entry
11.2	Insert a pie chart						Not accomplished
11.3	Edit data in Datasheet						Not accomplished
11.4	Chart Layout						Not accomplished
11.5	Chart Style						Not accomplished
11.6	Format Chart Section						Not accomplished
11.7	Format Fill						Not accomplished
11.8	Background of chart						Not accomplished
11.9	Texture background						Not accomplished
11.10	Column Chart						Not accomplished
11.11	Chart Type						Not accomplished
11.12	Insert columns and gridlines						Not accomplished
11.13	Org Chart						Not accomplished
11.14	Org Chart text entry						Not accomplished
11.15	Add shapes to Org Chart						Not accomplished
11.16	Pyramid and Cycle SmartArt						Not accomplished
12.1	Enter Outline						Not accomplished
12.2	Multilevel List						Not accomplished
12.3	Write to an Outline						Not accomplished
13.1	Footnotes						Not accomplished
13.2	Footnote numbering						Not accomplished
14.1	Caption						Not accomplished
14.2	Caption text						Not accomplished

15.1	Table of Contents					No changes to original document	
16.1	Merging Data					Not accomplished	
16.2	Enter Data					Not accomplished	
16.3	Edit Data					Not accomplished	
16.4	Merge into document					Not accomplished	
16.5	Selecting recipients					Not accomplished	
16.6	Sorting recipients					Not accomplished	
16.7	Adding additional fields					Not accomplished	
16.8	Mail Labels					Not accomplished	
17.1	Adding Comments					Not accomplished	
17.2	Tracked Changes					Not accomplished	
17.3	Password Protecting					Not accomplished	
19.1	Bookmarks					Not accomplished	
19.2	Hyperlinks to					Not accomplished	
19.3	Hyperlinks to websites					Not accomplished	
19.4	Creating a Web Page					Not accomplished	
20.1	Text Wrap					Not accomplished	
20.2	Callouts					Not accomplished	
20.3	Drop Cap					Not accomplished	
20.4	Oval with text					Not accomplished	
20.5	Columns					Not accomplished	
20.6	Text flow from one object to another					Not accomplished	
20.7	Text Wrap					Not accomplished	
20.8	Watermark					Not accomplished	
21.1	Creating a letter					Not accomplished	
22.2	Spell and Grammar					Not accomplished	
23.1	Journal Entry -					No Entry	
23.2	Journal Entry -					No Entry	
23.3	Journal Entry -					No Entry	
23.4	Journal Entry -					No Entry	
23.5	Journal Entry -					No Entry	
23.6	Journal Entry -					No Entry	
24	Project	The project contains text in varied formats including tabs and margin settings, includes graphic elements, and clearly demonstrates a command of Word	The project contains text in varied formats, includes graphic elements but is lacking in demonstrating proficiency.	The project contains text in varied formats but contains only imported clipart from Gallery.	The project contains text that is not formatted in a variety of fashions and contains few graphic items. Lack of effort and proficiency is evident.	Project contains text and not much more. Proficiency clearly not displayed.	No Project returned.