

		5	4	3	2	1
1.1	Move Folder to hard drive	Accomplished				
2.1	Open new document and enter text	Accomplished				
2.2	Save the file					
2.3	Save in different formats	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.
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
5.3	Line Numbering	Accomplished				
5.4	Page Break	Accomplished				
6.1	Delete Text	Accomplished				
6.2	Change Font	Accomplished				
6.3	Change Font Size	Accomplished				
6.4	Bold and Italic	Accomplished				
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
6.6	Format Painter	Accomplished				
6.7	Move text	Accomplished				
6.8	AutoText	Accomplished				
6.9	Replace text	Accomplished				
6.10	AutoCorrect	Accomplished				
6.11	Spell Check	Accomplished				
6.12	Readability Statistics	Accomplished				
6.13	Thesaurus	Accomplished				
7.1	Left Margin	Accomplished				
7.2	Indent Margins	Accomplished				

7.3	Reverse Indent	Accomplished				
7.4	Global Margins	Accomplished				
7.5	Justification	Accomplished				
7.6	Line Spacing	Accomplished				
7.7	Line Spacing Before and After	Accomplished				
7.8	Replace text, change font size, and raise one letter	Accomplished				
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.
7.10	Format Painter with Tabs	The tab setting at the bottom matches the setting for the top section				
7.11	Bordered text	Accomplished				
7.12	Drop Cap	Accomplished				
8.1	Bullets and Numbering	Accomplished				
8.2	Change bullet type	Accomplished				
8.3	Change numbering type	Accomplished				
8.4	Outline Numbering	Accomplished				
8.5	Sort Lists	Accomplished				
8.6	Outline Styles	Accomplished				
8.7	Styles	Accomplished				
9.1	Create a Table	Table is created and matches criteria (3x3)		Table is created but does not match criteria		
9.2	Insert Table	Table is created and matches criteria (4x2)		Table is created but does not match criteria		
9.3	Using Pencil Tool to create a Table	Table is created and matches criteria		Table is created but does not match criteria		
9.4	Insert a column into a Table	Accomplished				
9.5	Delete a column from a Table	Accomplished				
9.6	Adjust width of a column in a Table	Accomplished				
9.7	Merge Cells	Accomplished				
9.8	Line Styles	Accomplished				
9.9	Shading cells	Accomplished				

9.10	Sorting cells	Accomplished				
9.11	Using formulas in cells	Accomplished				
10.1	Add objects	Accomplished				
10.2	Modify objects	Accomplished				
10.3	Custom colors	Accomplished				
10.4	Pattern Lines	Accomplished				
10.5	Line thickness	Accomplished				
10.6	Very thick lines	Accomplished				
10.7	Dashed lines	Accomplished				
10.8	Arrows on lines	Accomplished				
10.9	Lines	Accomplished				
10.10	Line Color	Accomplished				
10.11	Squares and Circles	Accomplished				
10.12	Changing object size	Accomplished				
10.13	Deleting objects	Accomplished				
10.14	Fill Color	Accomplished				
10.15	No Fill	Accomplished				
10.16	Fill Effects	Accomplished				
10.17	Texture Fill Effect	Accomplished				
10.18	Pattern Fill Effect	Accomplished				
10.19	Ellipses	Accomplished				
10.20	Modify ovals	Accomplished				
10.21	AutoShapes	Accomplished				
10.22	Basic Shapes	Accomplished				
10.23	Modify AutoShapes	Accomplished				
10.24	Shadow	Accomplished				
10.25	Fill and Shadow	Accomplished				
10.26	Shadow depth and color	Accomplished				
10.27	3-4 Effect	Accomplished				
10.28	3-D Options	Accomplished				
10.29	3-D Settings	Accomplished				
10.30	Text Box	Accomplished				
10.31	Adding text to an object	Accomplished				
10.32	WordArt	Accomplished				
10.33	WordArt text	Accomplished				
10.34	WordArt Rotation	Accomplished				
10.35	Create a new WordArt	Accomplished				
10.36	WordArt Shapes	Accomplished				
10.37	Grouping Objects	Accomplished				
10.38	Grouping Groups	Accomplished				
10.39	Layers	Accomplished				

10.40	Changing layers of objects	Accomplished				
10.41	Nudging objects	Accomplished				
10.42	Aligning objects to top	Accomplished				
10.43	Align and distribute	Accomplished				
10.44	Rotate objects	Accomplished				
10.45	Free Rotate objects	Accomplished				
10.46	Flip objects	Accomplished				
10.47	Insert pictures	Accomplished				
10.48	Resize pictures	Accomplished				
10.49	Grayscale	Accomplished				
10.50	Watermark	Accomplished				
10.51	Clip Art Gallery	Accomplished				
10.52	Changing color schemes	Accomplished				
11.1	Read and respond in Journal					
11.2	Insert a pie chart					
11.3	Edit data in Datasheet					
11.4	Chart Layout					
11.5	Chart Style					
11.6	Format Chart Section					
11.7	Format Fill					
11.8	Background of chart					
11.9	Texture background					
11.10	Column Chart					
11.11	Chart Type					
11.12	Insert columns and gridlines					
11.13	Org Chart					
11.14	Org Chart text entry					
11.15	Add shapes to Org Chart					
11.16	Pyramid and Cycle SmartArt					
12.1	Enter Outline					
12.2	Multilevel List					
12.3	Write to an Outline					
13.1	Footnotes					
13.2	Footnote numbering					
14.1	Caption					
14.2	Caption text					

Not accomplished
Not accomplished
Not accomplished
Not accomplished
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
No changes to original document
Not accomplished
No changes to original document
Not accomplished
No changes to original document
Not accomplished
No changes to original document
Not accomplished
No changes to original document
No changes to original document
No changes to original document

