**Microsoft Word Unit 1 Summative Assessment Rubric**

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| **Task** | **Possible Pts** | **Yes** | **No** |
| 1. **Page margins** for the entire document to **Narrow** | 5 |  |  |
| 1. Change the **page orientation** to **Landscape** | 5 |  |  |
| 1. Format WordArt Formatting    1. **Multi-Family Garage Sale** WordArt |  |  |  |
| * + 1. Change **Fill –**         1. **Olive Green,** | 5 |  |  |
| * + - 1. **Accent 3,** | 5 |  |  |
| * + - 1. **Outline – Text 2** | 5 |  |  |
| * + - 1. 66 pt. | 5 |  |  |
| 1. Text Formatting |  |  |  |
| * 1. text below the picture |  |  |  |
| * + 1. **15 pt Comic Sans MS** font | 5 |  |  |
| * + 1. text color to **Olive Green, Accent 3** | 5 |  |  |
| * 1. **Come by and make us an offer!**” |  |  |  |
| * + 1. **underline** text formatting | 5 |  |  |
| * + 1. **bold** text formatting | 5 |  |  |
| * 1. **Saturday from 6 a.m. to noon** |  |  |  |
| * + 1. Italics text formatting | 5 |  |  |
| 1. Insert a Textbox |  |  |  |
| 1. Insert an **Austere Quote Textbox** | 5 |  |  |
| * 1. *Holly Hills Housing Development,* *1422 Willow Drive, Marsh, FL 30421 3 separate lines* | 15 |  |  |
| * + 1. Times New Roman, | 5 |  |  |
| * + 1. 12 pt, | 5 |  |  |
| * + 1. Italics | 5 |  |  |
| * + 1. Centered | 5 |  |  |
| 1. *Spell Check the Document* | 5 |  |  |