**Microsoft Word Unit 1 Summative Assessment Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |