

## Microsoft Word Unit 1 Summative Assessment Rubric

Task	Possible Pts	Yes	No
1. <b>Page margins</b> for the entire document to <b>Narrow</b>	5		
2. Change the <b>page orientation</b> to <b>Landscape</b>	5		
3. Format WordArt Formatting			
a. <b>Multi-Family Garage Sale</b> WordArt			
i. Change <b>Fill</b> –	5		
1. <b>Olive Green,</b>	5		
2. <b>Accent 3,</b>	5		
3. <b>Outline – Text 2</b>	5		
4. 66 pt.	5		
4. Text Formatting			
a. text below the picture			
i. <b>15 pt Comic Sans MS</b> font	5		
ii. text color to <b>Olive Green, Accent 3</b>	5		
b. <b>Come by and make us an offer!</b> "			
i. <b>underline</b> text formatting	5		
ii. <b>bold</b> text formatting	5		
c. <b>Saturday from 6 a.m. to noon</b>			
i. <b>Italics</b> text formatting	5		
5. Insert a Textbox			
a. Insert an <b>Austere Quote Textbox</b>	5		
a. <i>Holly Hills Housing Development, 1422 Willow Drive, Marsh, FL 30421</i> 3 separate lines	15		
i. Times New Roman,	5		
ii. 12 pt,	5		
iii. Italics	5		
iv. Centered	5		
6. <i>Spell Check the Document</i>	5		