**Word Unit 2 Summative Assessment Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Points Possible** | **Yes** | **No** |
| 1. Page Margins Narrow
 | 10 |  |  |
| 1. Page Orientation to Landscape
 | 10 |  |  |
| 1. Create Hyperlink to Email address
 | 10 |  |  |
| 1. Apply Style Bevel Rectangle to style to the picture
 | 10 |  |  |
| 1. Change line spacing to single spacing
 | 10 |  |  |
| 1. Convert names to 4 columns – One for each Month
 | 10 |  |  |
| 1. Insert Correct Shape
 | 5 |  |  |
| * 1. Change shape style to Orange, Accent 6 Colored Fill
 | 5 |  |  |
| 1. Add Text “Happy Birthday” inside the ribbon.
 | 10 |  |  |
| 1. Add Bold Formatting to Happy Birthday
 | 10 |  |  |
| 1. Insert ClipArt of Birthday Cake
 | 5 |  |  |
| * 1. Place birthday clipart directly below the last column of names.
 | 5 |  |  |
|  |  |  |  |