**Word Unit 2 Summative Assessment Rubric**

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| **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 |  |  |
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