

Word Unit 1 Summative Assessment Rubric

1. Insert a footer using the option called Blank			
a. All information included in this document is the property of the WantMore Corporation	5		
b. Center aligned	5		
2. Apply styles to title, subtitle, and headings			
a. Apply the Title style to the title of the document	5		
b. Apply the Subtitle style to the subtitle of the document	5		
c. Apply the Heading 1 style to all 4 headings	5		
3. Add a SmartArt graphic called Company Values			
a. Insert the SmartArt Graphic called Vertical Curved List directly below the four company values	5		
b. Use the Add Shape function to add a fourth shape	5		
c. Each of 4 values inserted in SmartArt Graphic	5		
4. Convert existing text Employee Responsibilities to a table			
a. 3 columns	5		
b. Fixed Column Width	5		
c. Separated at commas	5		
5. Insert row at top of table with headings Name, Positions and Duties.	5		
6. Apply a table style Light List – Accent 1	5		
7. Apply a new theme Elemental document theme	5		