Word Unit Submission Grid

Wednesday, March 13, 2013

11:08 AM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Word Curriculum** | **I Can Statements** | **File Submitted** | **Possible Points** | **Points Received** | **Lesson example** |
| Word Unit Pre-Test  <<wpre.htm>> | **YOU MUST ATTACH THE PRE-Test and POST TEST to Receive Final Credit for the Unit** |  |  |  |  |
| Word 1.3  <<wd10\_Letter\_lesson2.docx>> | Not Assigned |  |  |  | <<Word Lesson 2 example.pdf>> |
|  |  |  |  |  |  |
| Word 1.4 |  |  |  |  |  |
| <<wd10\_Letter\_lesson3.docx>> | * 1. Changing font Color   2. Changing Font Style   3. Bold, Italics, and Underline text   4. Change Text case   5. Changing font sizes |  |  |  | <<Lesson 4 Edited.pdf>> |
|  |  |  |  |  |  |
| Word 1.6 |  |  |  |  |  |
| <<wd10\_Story\_lesson5.docx>> | * 1. Changing page orientation   2. Changing page size   3. Formatting Margins |  |  |  | <<Lesson 6 Edited.pdf>> |
|  |  |  |  |  |  |
| **Word 1.9**  <<Lesson 9 Resource.docx>> | * 1. Using Tab key to align Data   2. Increasing & Decreasing commands   3. Setting Tab Stops |  |  |  | <<Lesson 9.pdf>> |
|  |  |  |  |  |  |
| **Word Unit 1 Summary Assessment - Written**  <<word\_unit\_1.htm>> |  |  |  |  |  |
| **Word Unit 1 Summary Assessment - Project**  <<Word 2010 Assignment 1Instructions .docx>> | **Project Assessment Rubric**  <<Microsoft Word Unit 1 Summative Assessment Rubric.docx>> |  |  |  |  |
| **Written Description of Project Process** | <<Microsoft Word Unit 1 Summative Assessment Rubric.docx>> |  |  |  |  |
| Word 2.10  <<10.docx>> | 1. Change the line spacing of Paragraphs |  |  |  | <<Unit 2 #1 answer doc.docx>> |
| Word 2.11  <<Lesson 2 unit 2.docx>> | * 1. Create a bulleted list   2. Modify the color of bullets |  |  |  | <<Lesson 2 unit 2 answer.pdf>> |
|  | 1. |  |  |  |  |
| Word 2.12 | 1. Adding Page Breaks |  |  |  |  |
| <<adding breaks.docx>> | 2. Use Show/Hide button to manage breaks |  |  |  | <<adding breaks answer.pdf>> |
| Word 2.13  <<wd10\_newsletter\_lesson11 (1).docx>> | 1. Formatting Text into Columns |  |  |  | <<wd10\_Newsletter\_lesson11 answer.pdf>> |
| Word 2.14  Using Hyperlinks  <<Hyperlink Formative Assessment.docx>> | 1. Insert Hyperlink to external web site  2. Insert hyperlink to email address |  |  |  | <<Hyperlink Formative Assessment.pdf>> |
| 2.15 Text Boxes and Word Art    **This assignment is completed on a blank word document** | * 1. Insert a text Box   2. Enter Text into Text box   3. Change the Alignment of Data in textbox   4. Change the outline color of Textboxes   5. Change the fill of Textboxes   6. Create WordArt |  |  |  | <<Inserting Text box sample.pdf>> |
| Word 2.16    **This assignment is completed on a blank word document** | * 1. Insert a shape   2. Edit the fill color, outline style and shadow and 3D effects |  |  |  | <<Lesson 15 formative Sample.pdf>> |
|  |  |  |  |  |  |
| Word 2.17    <<Inserting Clipart and Pictures Assessment instructions.docx>> | * 1. Insert clipart   2. Center image horizontally   3. edit color adjustment   4. Text Wrapping   5. Resizing the clipart. |  |  |  | <<Clipart and pictures.pdf>> |
|  |  |  |  |  |  |
| Word 2.18 Formatting Pictures  **This assignment is completed on a blank word document** | * 1. Insert Images from files   2. Resizing images   3. Cropping Images   4. Sharpening Image   5. Adjusting Saturation   6. Adding Artistic Effects to Images   7. Compressing image to reduce the file size |  |  |  | <<Lesson 18 Formative Assessment Example.pdf>> |
|  |  |  |  |  |  |
| **Word Unit 2 Summary Assessment - Written**  <<uNIT 2 QUIZ.htm>> |  |  |  |  |  |
| **Word Unit 2 Summary Assessment - Project**  <<Word 2010 Assignment 2.docx>> | **Assessment rubric**  <<Unit 2 Summative Assessment Rubric.docx>> |  |  |  |  |
| **Written Description of Project Process** |  |  |  |  |  |
| **Word Unit Post Test**  <<wpost.htm>> |  |  |  |  |  |