**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**🞏 Check box if you have copied all four of the assignments to the Student Dropbox. Turn this grading sheet into the basket.**

|  |
| --- |
| **Assignment: Word Formatting 1-4 Assignments**  |
|  |  |  |
| **Filename: INVITATION** | **Possible** | **Earned** |
| Horizontally center the text  | **2** |  |
| Change Font to Lucida Calligraphy, 28 point | **2** |  |
| Vertically center the text on the page | **2** |  |
| Border around the page | **3** |  |
| Footer with name, period, filename | **1** |  |
|  **TOTAL** | **10** |  |
|  |  |  |
| **Filename: SHORT REPORT** | **Possible** | **Earned** |
| Portrait orientation | **1** |  |
| Double spacing | **1** |  |
| Calibri, 11 point | **1** |  |
| Title formatted correctly | **1** |  |
| Subheadings formatted correctly | **1** |  |
| Indent first line in the paragraphs | **1** |  |
| Bullets and style of bullets | **1** |  |
| Last sentence colored with gray 50% | **1** |  |
| “ensure” replaced with another word | **1** |  |
| Page numbers at top and centered | **1** |  |
| Footer with name, period, filename – (no points) **TOTAL** | **10** |  |
|  |  |  |
| **Filename: RACE TRACK** | **Possible** | **Earned** |
| Uppercase letters on list | **2** |  |
| List in columns | **2** |  |
| Border around races | **3** |  |
| Shading in border around races | **2** |  |
| Footer with name, period, filename | **1** |  |
|  **TOTAL** | **10** |  |
|  |  |  |
| **Filename: STATE STATISTICS** | **Possible** | **Earned** |
| Tabs set and column headings formatted correctly | **3** |  |
| Tabs set and table information formatted correctly | **3** |  |
| Dot leaders between columns | **3** |  |
| Footer with name, period, filename | **1** |  |
|  **TOTAL** | **10** |  |
|  |  |  |
| **AVERAGE SCORE OF ALL FOUR ASSIGNMENTS \* 2** | **20** |  |