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

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

|  |  |  |
| --- | --- | --- |
| **Assignment: Word Formatting 5-7 Assignments** | | |
|  |  |  |
| **Filename: LETTERHEAD** | **Possible** | **Earned** |
| Computer graphic in upper-left corner of header | **1** |  |
| Company address right-aligned in header | **1** |  |
| Top margin 3” | **1** |  |
| Table inserted | **2** |  |
| Column headings bolded and centered | **2** |  |
| Information centered in columns | **1** |  |
| Table centered horizontally | **1** |  |
| Footer with name, period, filename | **1** |  |
| **TOTAL** | **10** |  |
|  |  |  |
| **Filename: DIET** | **Possible** | **Earned** |
| Style changed on date, title, and headings | **1** |  |
| “variety” replaced with “range” | **1** |  |
| Bullets added to ten guidelines | **1** |  |
| Pyramid SmartArt inserted | **2** |  |
| Insert two new shapes | **1** |  |
| Information correctly typed in pyramid | **1** |  |
| Apply color style of pyramid | **1** |  |
| Watermark | **1** |  |
| Footer with name, period, filename | **1** |  |
| **TOTAL** | **10** |  |
|  |  |  |
| **Filename: PARK MAP** | **Possible** | **Earned** |
| Landscape Orientation | **1** |  |
| WordArt title | **1** |  |
| Town Map created as per the instructions | **7** |  |
| Footer with name, period, filename | **1** |  |
| **TOTAL** | **10** |  |
|  |  |  |
| **AVERAGE SCORE OF ALL THREE ASSIGNMENTS \* 2** | **20** |  |