**Office Applications – Microsoft Word - Chapter 2 Rubric**

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| --- | --- | --- |
| **Assignment # 1 - Wireless Communications** | **Points Possible** | **Points Earned** |
| In the header, do different page numbers (1 to 3) appear? | 3 |  |
| On your home ribbon, do you have a Research Paper Paragraph style? | 3 |  |
| Click on your references ribbon, then manage resources. Do you have three different citations listed? | 6 |  |
| In your second paragraph, does your citation appear as (Davies 34-42). (No static text) | 2 |  |
| Is there a footnote reference number 1 at the end of the second paragraph? | 2 |  |
| Is the footnote on the bottom of page 1 double spaced and is its first line indented 1/2 inch? | 1 |  |
| Does the citation in the footnote at the bottom of page 1 appear as "(79-82)"? | 2 |  |
| Does the last citation, in the paragraph at the top of page 2, appear as "(How a GPS Works)"? | 2 |  |
| Click on the show paragraph button ( ¶ )on the Home Ribbon. Is there a page break on page 2? | 2 |  |
| Was the Works Cited page produced using the Bibliography option from the Reference Page? | 2 |  |
| Are the sources formatted with a 1/2 inch hanging indent? | 2 |  |
| **Total** | **27** |  |

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| **Assignment # 2 – Computer Forensics**  | **Points Possible** | **Points Earned** |
| Is the entire paper typed in? | 5 |  |
| Is your header formatted with your last name and the appropriate page numbers? | 2 |  |
| Are your paragraphs double spaced and indented 1/2 on the first line? | 2 |  |
| Do your three citations appear as they citation do on pages 138 and 129 in the textbook) (2 pt each) | 6 |  |
| On the Works Cited page, do your sources match those shown in the book? (2 pt each) | 6 |  |
| Did you format your sources with a 1/2 inch hanging indent? | 3 |  |
| On the top of the first page, did you add the four lines of information, double spaced? | 1 |  |
| **Total** | **25** |  |

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| **Assignment # 3 – Antivirus Paper** | **Points Possible** | **Points Earned** |
| Is the entire paper typed in? | 5 |  |
| Is your header formatted with your last name and the appropriate page numbers? | 2 |  |
| Are your paragraphs double spaced and indented 1/2 on the first line? | 2 |  |
| Do your three citations appear on your Works Cited page? (2 pt each) | 6 |  |
| Select the third citation (Antivirus Programs) and click on edit source. Is this citation formatted as a web site and is all the information from page 141 added into the citation? | 6 |  |
| Click on the show paragraph button ( ¶ )on the Home Ribbon. Is there a page break on page 2? | 3 |  |
| On the top of the first page, did you add the four lines of information, double spaced? | 1 |  |
| **Total** | **25** |  |