**Office Applications – Word Chapter 1 Rubric**

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| **Assignment # 1 - Horseback Riding Lessons Flyer** | **Points Possible** | **Points Earned** |
| Click in the Learn to Ride headline. Is the font Copperplate Gothic Bold, size 48 with Heading 1 style? | 3 |  |
| Is the signature line centered, size 18 with Heading 2 style applied? | 3 |  |
| Was the Modern Style set, Aspect Colors Style and Foundry font style applied to the document? | 3 |  |
| Does the horse and rider picture appear with the Metal Oval picture style applied? | 2 |  |
| Was the tan, Background 2 color style applied to the picture border? | 2 |  |
| Is the picture centered horizontally on the page? | 1 |  |
| Does a page border appear on the document that matches what is on page WD3? | 1 |  |
| Does the page border have a tan accent color added? | 2 |  |
| Click in the Learn to Ride headline. Go to Page Layout ribbon. Is the spacing after set to 24 pt? | 2 |  |
| Are the three items under the table bulleted? | 1 |  |
| Does your flyer fit on one page? | 2 |  |
| **Total** | **22** |  |

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| **Assignment # 2 – Autumn Festival** | **Points Possible** | **Points Earned** |
| Does the first paragraph end with Honey Creek Farm? | 1 |  |
| Did you change the period to an exclamation point at the end of the signature line? | 1 |  |
| Was heading style 1 applied to the headline and heading style 2 applied to the signature line? | 2 |  |
| Is the headline font set to Cooper Black, size 48? | 1 |  |
| Is the body copy set to size 22 font? | 1 |  |
| Are the three lines above the signature line bulleted? | 2 |  |
| Did you change the font style to Opulent and the colors style to Civic? | 2 |  |
| Click in your headline. Is the spacing before set to 0 pt? | 2 |  |
| Does the picture of the harvester appear with the appropriate picture style and accent color? | 3 |  |
| Does the document all fit on a single page? | 1 |  |
| **Total** | **16** |  |

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| **Assignment # 3 – Blooming Deals** | **Points Possible** | **Points Earned** |
| Are the headline and signature lines centered horizontally? | 1 |  |
| Is the headline font set to Arial Rounded MT, size 48? | 1 |  |
| Is the signature line set to size 28 font? | 1 |  |
| Is the word "growing" italicized in the first paragraph? | 1 |  |
| Did you change the style set to Traditional? | 1 |  |
| Does the picture and picture style match the one found on page WD69? | 2 |  |
| Does the page border and border color of your document match the one found on page 69? | 2 |  |
| Does the document all fit on a single page? | 1 |  |
| Are the three lines above the signature line bulleted? | 1 |  |
| Is there a bluish line underneath your signature line? | 1 |  |
| **Total** | **12** |  |

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| **Assignment # 4 – Airplane Rides** | **Points Possible** | **Points Earned** |
| Does your document have a matching picture with trapezoid shaped picture style? | 2 |  |
| Is the spacing after your headline set to 0 pts? | 2 |  |
| Is the text "change your view" in the first paragraph bolded? | 1 |  |
| Is your headline formatted with Arial Rounded MT Bold font, size 48? | 2 |  |
| Does your name and hour appear in the header? | 2 |  |
| Does your document fit on one page? | 2 |  |
| **Total** | **11** |  |

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| **Assignment # 5 – Rent A Cabin** | **Points Possible** | **Points Earned** |
| Does your document have a matching picture with rounded corners, as seen on page WD71? | 2 |  |
| Does your page border have a tan accent color to the houses? | 2 |  |
| Is the spacing after your first paragraph set to 18 pts? | 2 |  |
| Is the word "All" in the second bulleted item underlined? | 1 |  |
| Is your headline formatted with Ravie font? | 1 |  |
| Does your name and hour appear in the header? | 2 |  |
| Does your document fit on one page? | 2 |  |
| **Total** | **12** |  |