

DESKTOP PUBLISHING-NEWSLETTER/BROCHURE WITH GRAPHICS RUBRIC (CODE E10)

	5	4	3	2	1
Format Text <ul style="list-style-type: none"> ◆ Align text ◆ Change font size/style ◆ Bold, italicize, underline ◆ Rotate text ◆ Add/drop shadow to cell ◆ Add color to text/characters ◆ Insert a pull quote 	Appropriately used all seven formatting methods.	Appropriately used six or five of the seven formatting methods.	Appropriately used four or three of the seven formatting methods.	Appropriately used two or one of the seven formatting methods.	Did not apply any of the seven formatting methods
Format Document <ul style="list-style-type: none"> ◆ Insert special symbols ◆ Insert multiple columns ◆ Insert drop capital letter ◆ Insert a file ◆ Create a macro ◆ Record a macro ◆ Run a macro ◆ Delete a macro 	Appropriately used all eight formatting methods.	Appropriately used seven or six of the eight formatting methods.	Appropriately used five ,four or three of the eight formatting methods.	Appropriately used one or two of the eight formatting methods.	Did not apply any of the eight formatting methods
Format Page <ul style="list-style-type: none"> ◆ Set margins ◆ Insert a column break ◆ Choose appropriate fonts/styles ◆ Add text box ◆ Add border ◆ Add vertical ruler between columns ◆ Format second page (create nameplate) 	Appropriately used all seven formatting methods.	Appropriately used six or five of the seven formatting methods.	Appropriately used four or three of the seven formatting methods.	Appropriately used two or one of the seven formatting methods.	Did not apply any of the seven formatting methods
Format Graphic <ul style="list-style-type: none"> ◆ Insert graphic ◆ Position graphic ◆ Change color in graphic ◆ Add text box to graphic ◆ Edit graphic (no distortion) 	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
Grammar and Spelling	No spelling errors No grammar errors	Only one error in grammar or spelling	Two or three errors in grammar or spelling	More that three errors in grammar or spelling	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed,	Attempted to follow directions.	Failed to follow directions.