

WORD TABLE/CHART/ WATERMARK RUBRICS

	5	4	3	2	1
Format Title Page ♦ Border a Paragraph ♦ Shade Borders ♦ Insert Clip Art ♦ Center Text Vertically ♦ Format Text ♦ Insert Section Break	Appropriately used all six techniques.	Appropriately used four of the six techniques.	Appropriately used three of the six techniques.	Appropriately used two of the six techniques.	Appropriately used one/none of the six techniques.
Insert Text ♦ Text Formatting ♦ Header/Footer ♦ Picture Bullets ♦ Line Spacing	Appropriately used all four techniques.	Appropriately used three of the four techniques.	Appropriately used two of the four techniques.	Appropriately used one of the four techniques.	Did not use any of the formatting techniques.
Creating a Watermark ♦ Insert Clip Art ♦ Format Clip Art to Watermark	One or more appropriate graphics have been inserted, resizing is appropriate and graphic is not distorted.	Appropriate graphics have been inserted and resized and some distortion.	Graphics were inserted but they were inappropriate or not properly sized or distorted.	Graphics inserted were inappropriate, resized improperly and distorted or appeared on title page.	Did not insert graphics.
Charting a Table ♦ Format Datasheet ♦ Format Numbers on Value Axis ♦ Properly Place Legend ♦ Choose Chart Type ♦ Format and Resize Chart	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used two of the five techniques.	Appropriately used one/none of the five techniques.
Create a Table with Draw Table Feature ♦ Insert Table using Draw Table Feature ♦ Format Table ♦ Enter Text and Format ♦ Auto format Table	Appropriately used all four techniques.	Appropriately used three of the four techniques.	Appropriately used two of the four techniques.	Appropriately used one of the four techniques.	Did not use any of the formatting 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 than 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.