

Lesson 1, Project 1-1

Description	Pts	Your Score
Items are matched correctly (2 points each)	20	
TOTAL POSSIBLE POINTS:	20	

Lesson 1, Project 1-2

Description	Pts	Your Score
Document is saved as Cosmic Lecture followed by student's initials	2	
Insert text	3	
Word <i>Park</i> and extra space deleted	2	
A new paragraph is typed after <i>Green Hills Planetarium</i>	3	
View changed to Full Screen Reading then view is closed	2	
Orientation of document changed to landscape	2	
Document is previewed	2	
Name typed at end of document in Print Layout view	2	
Document is saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 1, Project 1-3

Description	Pts	Your Score
Blank Word document is opened	2	
Text is typed	3	
Blank space added after Sincerely and name typed	2	
Full Screen Reading view opened and then closed	2	
Zoom changed to One Page	3	
Save As dialog box opened	2	
Folder named Letters created	2	
Letter saved in new folder and document saved as Thank You Letter	2	
Document printed and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 1, Project 1-4

Description	Pts	Your Score
Document saved as Holiday Clearance followed by student's initials	2	
Zoom percentage changed to 110%	2	
Sentence inserted before <i>These great bargains</i>	3	
Delete the word <i>now</i> in sentence just inserted	3	
Delete the word <i>Now</i> in second line of document	3	
Don't miss out! and student's name added to end of document	3	
Document orientation changed to portrait	2	
Document previewed, saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Lesson 1, Project 1-5

Description	Pts	Your Score
Document saved as Interview Tips followed by student's initials	2	
Zoom changed to Page Width	2	
View changed to Full Screen Reading view, document read, and view closed	2	
Ctrl+Home clicked to move to beginning of document	2	
The word interview inserted after <i>job</i>	2	
Sentence inserted at the end of document	2	
New paragraph added at end of document	2	
Document proofread and errors corrected	2	
Name typed at end of document	2	
Document saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	