

Project 2-1

Description	Pts	Your Score
New Word document opened	2	
Hidden formatting marks shown	2	
Quick Style changed to No Spacing	2	
List of commonly misspelled words typed	2	
Type Responsibility below <i>Occurrence</i> and then undo and redo	2	
Go To command used to move insertion point to line 5	2	
Drag-and-drop used to alphabetize the word list	2	
Formatting marks are hidden	2	
Name typed at end of document	2	
Document saved as Spelling List , printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Project 2-2

Description	Pts	Your Score
File saved as Workshop Checklist followed by student's initials	2	
Hidden formatting marks shown	2	
Sentence typed at the beginning of line 2	2	
Drag-and-drop used to move the <i>Nonrefundable</i> line	2	
Entire document selected and copied to Clipboard	2	
Clipboard contents pasted at end of document	2	
Student's name typed at end of document	2	
Blank paragraphs deleted	2	
Formatting marks hidden	2	
Document previewed, printed, saved, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Project 2-3

Description	Pts	Your Score
File saved as Web Site Tips	1	
The word <i>sight</i> is replaced with the word <i>site</i>	2	
Proofreader's marks are incorporated into document	2	
Formatting marks displayed	2	
Document word count typed below tip number 6	2	
Quick Style changed to No Spacing and new words typed	2	
Another paragraph inserted using the No Spacing Quick Style	2	
Text in introductory paragraph selected and word count recorded	2	
Number of characters in introductory paragraph recorded	2	
Student's name typed and formatting marks hidden	2	
Document saved, printed, and closed	1	
TOTAL POSSIBLE POINTS:	20	

Project 2-4

Description	Pts	Your Score
Document saved as Golf Tournament Notice followed by student's initials	2	
Formatting marks displayed	2	
Text typed using No Spacing Quick Style, then Quick Style back to normal	2	
Location typed over <i>Where</i> , and then undone	2	
Lines cut and moved to Clipboard	2	
Text in the heading copied without paragraph marker	2	
Lines and heading pasted. Heading format matched to paragraph using Paste Options button	2	
Student's name typed in the place of <i>Robert Shade</i>	2	
Formatting marks hidden and Clipboard task pane closed	2	
Document saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	

Project 2-5

Description	Pts	Your Score
Document saved as Interview Preparation followed by student's initials	2	
Instances of the word <i>notes</i> replaced with the word information	3	
In the last sentence, the word <i>these</i> replaced with this	3	
The text <i>be sure to</i> cut from first line of second paragraph	2	
Repeat command used to cut second paragraph	3	
Cut paragraph pasted below the last paragraph	3	
Student's name typed at end of document	2	
Document saved, printed, and closed	2	
TOTAL POSSIBLE POINTS:	20	