

## Lesson 3, Project 3-1

Description	Pts	Your Score
Document saved as <b>Lancaster Voting Memo</b> followed by student's initials	1	
Formatting marks are turned on	2	
The name <b>Dinah Muñoz</b> is typed after <i>From</i>	2	
Date inserted after tab mark in the <i>Date:</i> line	2	
AutoComplete and AutoFormat As You Type used to insert the date	2	
A Quick Part named <b>Chamber</b> is created and inserted	2	
AutoFormat As You Type used to create a numbered list	2	
Thesaurus used to replace a word	2	
Chamber Quick Part is deleted	2	
Student's name typed at end of the document	1	
Formatting marks turned off, and document saved, printed and closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

## Lesson 3, Project 3-2

Description	Pts	Your Score
Document saved as <b>Club Minutes</b> followed by student's initials	2	
Grammar and spelling checked and errors corrected	2	
Date inserted	2	
Student's name is inserted and an AutoCorrect entry for student's name is created	2	
Synonym found for the word <i>aim</i>	3	
Synonym found for the word <i>arrange</i>	3	
New text, <b>The next meeting will be held on the 27<sup>th</sup> of the next month</b> , is typed	2	
AutoCorrect entry that was added is deleted	2	
Document is saved, printed, and closed.	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

## Lesson 3, Project 3-3

Description	Pts	Your Score
Document saved as <b>Museum Visit</b> followed by student's initials	2	
Thesaurus used to change as many words as possible without changing the meaning of the text	14	
Student's name typed at the end of the document	2	
Document saved, printed, and closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

**Lesson 3, Project 3-4**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Document saved <b>as Application Letter</b> followed by student's initials	<b>3</b>	
Date inserted and is set to update automatically	<b>4</b>	
Sentence typed including Greek symbols	<b>4</b>	
The name <b>Robert Hartwell</b> is replaced with student's name	<b>3</b>	
Document's spelling and grammar is checked and errors corrected	<b>3</b>	
Document is saved, printed, and closed	<b>3</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	