

## MS.Word Schedule Table <br> MS-Word Assignment Rubric

## Name:

Teacher: Mr. Petteruti
Date Submitted: $\qquad$ Title of Work: MS-Word Class Schedule Table

|  | Criteria |  |  |  | Points |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | 4 | 3 | 2 | 1 |  |
| Inserted Object (Table) | Table has 15 rows and 7 columns with 46 merged rows. | Table is missing 1 row, column, or merged row. | Table is missing 2 rows, columns, or merged rows. | Table is missing 3 rows, columns, or merged rows. |  |
| Border | Table has all cell borders and has a more complex table border. | Table has all cell borders but has only a simple single line table border | Table is missing cell borders but has a table border. | Table is missing cell borders and has no table border. |  |
| Text: Spelling, Font Sizes/Styles in Table Cells | All spelling \& times are correct, font styles \& sizes are the same for each like class. | All spelling \& times are correct, font styles are same but sizes differ for each like class | Most spelling \& times are correct, font sizes are exactly the same but the styles differ | 3 or more spelling or time errors, font sizes and styles both differ and are not the same |  |
| Cell Format | All cells are centered and like classes are the same color | All cells are not centered and most like classes are the same color | All cells are not centered, and some like classes are the same color | All cells are not centered, and like classes are not the same color |  |
| Page Setup | Table is as large as possible and fits on one landscape style page; title is centered, class cells are the same size. | Table is as large as possible and fits on one landscape style page; class cells are same size, but title is not centered | Table is not as large as possible but still fits on 1 landscape style page; class cells are not all the same size, \& title is not centered | Table is too large and does not fit on one landscape style page; class cells are not all the same size, \& title is not centered |  |
|  | (20 Pts Max) |  |  | Total----> |  |

## Score Translations:

| $20=100$ | $16=80$ | $12=608=40$ | $4=20$ | Rubric Score $=$ |
| :--- | ---: | ---: | :--- | :--- |
| $19=95$ | $15=75$ | $11=557=35$ | $3=15$ |  |
| $18=90$ | $14=70$ | $10=506=30$ | $2=10$ | Percent Score $=$ |
| $17=85$ | $13=65$ | $9=455=25$ | $1=5$ |  |

