

Word Processing Summative Assessment

Facebook article

Assessment Checklist (v.1)

Question	Task	Marks Earned
1.	Proper file name and hand-in	/1
2.	Arial font, size 12	/2
3.	WordArt title <ul style="list-style-type: none"> Centered, size 16, in front of text and blue fill 	/4
4.	Paragraph Alignment <ul style="list-style-type: none"> 1st – justified 2nd – double-spaced 3rd – 2 columns, line in-between 	/3
5.	Grey “Box” border, 3 pt. width	/2
6.	Watermark (“Facebook” & diagonal)	/1
7.	3x2 table (with names and added style)	/2
8.	Indentation	/2
9.	Page break	/1
10.	Star shape (text, yellow fill, red outline, grey shadow)	/2
11.	Hyperlink (“Click here”, to Facebook.com)	/2
12.	Footer (aligned right)	/2
13.	Copy & paste (1 st paragraph to end)	/1
14.	Copyright symbol (superscript)	/2
15.	Facebook logo (wrapped to front and centered)	/2
16.	Margins (2” left and 2” right)	/2
17.	Text box (with Word Count)	/2
18.	Custom bullet (☞ symbol)	/1
19.	Double underline	/1
TOTAL		/35

Comments: