



WORD PROCESSING

UNIT 4 Sections 4.1- 4.5

Student Name: _____ Period: _____ Teacher: _____

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to format line spacing. (4.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from rough-draft material. (4.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread, use proofreaders' marks, and correct errors. (4.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use command and function keys. (4.1) (NETS 1b, 2b & c, 3a & b)				
Edit Short Stories (4.1 Project 1) (NETS 1b, 2b & c, 3a & b)				
Proofread and Edit Documents (4.1 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Edit and Format Short Stories (4.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format paragraph alignment and fonts. (4.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use the thesaurus feature. (4.2) (NETS 1b, 2b & c, 3a & b, 5a)				
Demonstrates the ability to work from handwritten material. (4.2) (NETS 1b, 2b & c, 3a & b)				
Format Poems (4.2 Project 1) (NETS 1b, 2b & c, 3a & b)				
Use a Thesaurus (4.2 Project 2) (NETS 1b, 2b & c, 3a & b, 5a)				
Format Poems #2 (4.2 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format and Edit Poems. (4.2) (NETS 1b, 2b & c, 3a & b)				

Criteria	4-Consistently Meets and at Times Exceeds	3-Meets Most of the Time	2-Meets Some of the Time	1-Continued Practice Needed
Demonstrates the ability to format a journal entry. (4.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use the grammar check feature. (4.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread text and correct errors. (4.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to compose at the keyboard. (4.3) (NETS 1b, 2b & c, 3a & b.)				
Format a Journal Entry and Proof Text (4.3 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Journal Entry #2 (4.3 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Journal Entry and Proof Text. (4.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a new table. (4.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to add a new row at the end of a table. (4.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format cell contents. (4.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to align cell contents. (4.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from handwritten material. (4.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread and make corrections to documents. (4.4) (NETS 1b, 2b & c, 3a & b)				
Create a Table (4.4 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Table (4.4 Project 2) (NETS 1b, 2b & c, 3a & b)				
Create a Table #2 (4.4 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Create and Format Tables (4.4) (NETS 1b, 2b & c, 3a & b)				

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to identify the parts of an outline. (4.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key an outline from handwritten, unarranged copy. (4.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use the alignment and outline features. (4.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create an outline. (4.5) (NETS 1b, 2b & c, 3a & b)				
Format Outlines (4.5 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create an Outline. (4.5 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format Outlines. (4.5) (NETS 1b, 2b & c, 3a & b)				
REVIEW: Applies skills learned to create and format a document about bike trails. (Section 4) (NETS 1b, 2b & c, 3a & b,)				
Add Up Overall Scores ----->				

Your Score _____

Total Possible Score _____

Teacher Comments: