



WORD PROCESSING

UNIT 4 Sections 6.1-6.6

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 a one-page report. (6.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format margins, paragraph alignments, and line spacing. (6.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to copy and paste text between documents. (6.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to find and replace text. (6.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread and correct errors. (6.1) (NETS 1b, 2b & c, 3a & b)				
Change the Margins and Format the Report. (6.1 Project 1) (NETS 1b, 2b & c, 3a & b)				
Copy and Paste Text Between Documents. (6.1 Project 2) (NETS 1b, 2b & c, 3a & b)				
Find and Replace Text. (6.1 Project 3) (NETS 1b, 2b & c, 3a & b)				
Format a One-Page Report. (6.1 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a One-Page Report. (6.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a multipage report. (6.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format margins, side headings, and page numbers for a report. (6.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to insert a new page. (6.2) (NETS 1b, 2b & c, 3a & b)				

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Demonstrates the ability to create and format a bibliography. (6.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from rough-draft copy material. (6.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to spell-check, proofread, and correct errors. (6.2) (NETS 1b, 2b & c, 3a & b)				
Format a Bound Report With Side Headings and Page Numbers. (6.2 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Bibliography. (6.2 Project 2) (NETS 1b, 2b & c, 3a & b)				
Format a Multipage Report With a Bibliography. (6.2 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Report With a Bibliography. (6.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key and format a title page. (6.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to center text vertically on a page. (6.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to enhance appearance of a title page. (6.3) (NETS 1b, 2b & c, 3a & b)				
Format a Title Page. (6.3 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Title Page #2. (6.3 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Title Page (6.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key and format a multipage report in MLA style. (6.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to cite sources in a report. (6.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a header. (6.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create a works cited reference page. (6.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread and correct errors. (6.4) (NETS 1b, 2b & c, 3a & b)				

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Format a Report With Citations. (6.4 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Header. (6.4 Project 2) (NETS 1b, 2b & c, 3a & b)				
Format a Works Cited Reference Page. (6.4 Project 3) (NETS 1b, 2b & c, 3a & b)				
Create a Multipage Report With Citations. (6.4 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Report With a Reference Page (6.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key and format footnotes and endnotes. (6.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to convert footnotes to endnotes. (6.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from printed and unarranged material. (6.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to spell-check, proofread, and correct errors. (6.5) (NETS 1b, 2b & c, 3a & b)				
Insert a Footnote. (6.5 Project 1) (NETS 1b, 2b & c, 3a & b)				
Convert Footnotes to Endnotes. (6.5 Project 2) (NETS 1b, 2b & c, 3a & b)				
Format Footnotes and Endnotes. (6.5 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Report With Footnotes or Endnotes. (6.5) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key and format a table of contents. (6.6) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a tab stop with dot leaders. (6.6) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to spell-check, proofread, and correct errors. (6.6) (NETS 1b, 2b & c, 3a & b)				
Create a Table of Contents. (6.6 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create a Table of Contents #2. (6.6 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Table of Contents. (6.6) (NETS 1b, 2b & c, 3a & b)				

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REVIEW: Applies word processing skills learned to create and format a multipage report. (Section 6) (NETS 1b, 2a, b, c, 3a & b, 5a, b, c,)				
Add Up Overall Scores ----->				

Your Score _____

Total Possible Score _____

Teacher Comments: