

WORD LAB #1 grading criteria, "Summit Peak Resort"

- 6 pts: Fits on one page.

"Paradise Island"

- 7 pts: 48 point bold, WD 1.32 Step 3. Any font different than the rest of the project. WD 1.33 step 2. The lab manual calls for "Algerian", but Methodist College lab does not have that font installed.
- 6 pts: Centered, WD 1.30 Step 1.

Graphic:

- 7 pts: Any picture, WD 1.43 – WD 1.44. Methodist College lab does not have the palm tree picture installed, and the Internet connection is unreliable.
- 6 pts: Picture centered, WD 1.40, To Insert a Picture from the Web, Step 1, and WD 1.30, "To Center Selected Paragraphs", Step 1
- 6 pts: Picture sized so the right and left edges are aligned under the edges of the title, "Paradise Island". WD 1.45 – WD 1.46

"Ready for a Vacation?"

- 6 pts: 36 point bold, WD 1.34, "To Format a Line of Text", Step 2
- 6 pts: Centered, WD 1.30, "To Center Selected Paragraphs", Step 1

Paragraphs:

- 7 pts: Body text in 16-point font size, WD 1.17
- 6 pts: First paragraph under picture left justified, WD 1.19, "To Wordwrap Text as You Type", Step 1. Notice the justify icon displays left alignment, which is the default position.
- 6 pts: "include" has lower case L, WD 1.20 – WD 1.21, Steps 1 – 4.
- 6 pts: Blank line between paragraph and bullets, WD 1.22
- 7 pts: Two lines of left justified bullets, WD 1.23 – WD 1.25
- 6 pts: "any" is underlined, WD 1.36 Step 1
- 6 pts: "*Tropical Travel*" in italics, WD 1.39, Step 1
- 6 pts: Last paragraph is centered. WD 1.39, To Center a Single Paragraph

Spelling Mistakes

- -1 pt for each spelling mistake.
- -1 pt for omitted word.