

Topic: Creation and formation of Microsoft Word documents	
Included Standards: 23.02, 1.01	
Grade: 9-12	
Score 4.0	<p>In addition to Score 3.0, in-depth inferences and applications go beyond what was taught.</p> <ul style="list-style-type: none"> The student is able to compose complex business documents error-free and with no help
Score 3.0	<p>The student will understand the formatting and editing elements of business documents and be able to show application on various documents (independently).</p> <ul style="list-style-type: none"> Performs complex skills: Can set up unarranged copy with no errors Edits and revises copy in business documents Sets up various business documents such as letters, memos, reports, and outlines <p>The student exhibits no major errors or omissions regarding the score 3.0 content.</p>
Score 2.0	<p>The student:</p> <ul style="list-style-type: none"> Recognizes or recalls specific terminology such as: document, formatting, personal business letter, business letter, unbound report, bound report, margins, memorandum, lists, bulleted list, storage media, template, user interface, window, menus <p>Performs basic skills such as:</p> <ul style="list-style-type: none"> Keyboarding letters, memos, reports, outlines with few errors from mostly arranged text Identifies the purpose of business documents including: memo; reports, letters, outlines <p>No major errors or omissions regarding the score 2.0 content.</p>
Score 1.0	With help, I have a partial understanding of 2.0 and 3.0.
Score 0.0	Even with help, I am unable to understand.