

Grade Sheet

(Word-Static - Review – 65pts.)

Skill	Points
1. Margins to .5	5pts.
2. Font: Arial	5pts.
3. Create Date Line (use tabs)	10pts.
4. Format Title (Font size 18, bold, center & color red)	5pts.
5. Columns: 2 with line	5pts.
6. Border & Shading: 3 sides light grey.	10pts.
7. Create a Table and copy and paste text.	5pts.
8. Apply Bullets to the text in the left cell of the table.	5pts.
9. Insert Image and Text Wrap (tight).	10pts.
10. Header & Footer: Created by: "Your Name."	5pts.