Rubric: Creating a New Document in Microsoft Word

Total Points: 25  
Course: High School Computer Applications  
Assignment: Creating a New Document in Microsoft Word

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| Criteria | Description | Points |
| Document Creation | Student successfully creates a new Microsoft Word document and saves it with an appropriate file name. | 5 |
| Formatting | Applies basic formatting such as font size, style, bold, italics, and underline correctly. | 5 |
| Use of Headings | Includes a clear title and section headings using Word's styles feature. | 5 |
| Bulleted/Numbered Lists | Uses at least one bulleted or numbered list appropriately in the document. | 5 |
| Spelling & Grammar | Final document is free of spelling and grammatical errors. | 5 |