

**UNIT 4** Word Processing Project 2



Rubric  
U4P2\_IP2

**2 Independent Practice (page 166)**

**Create a Numbered List**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Write a list of ten steps you would use to do the one of the following activities: shoot a basketball, make a peanut butter and jelly sandwich, or an activity of your choice			
Use Word to create a document			
Save the document as <i>Your Name Poster</i>			
Use the Bullets and Numbering menu to create your list			
Use correct spelling, punctuation, and grammar			
Edit your list to be sure it is clear and free of errors			