

**UNIT 4** Word Processing Project 4



Rubric  
U4P4\_IP2

**2 Independent Practice (page 203)**

**Create a Table**

**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
Create a two-column, six-row table to record your favorite games, music, videos, or books			
Type a title in the top cell of each column			
List five of your favorite games, music, videos, or books in the first column			
List a detail about your five chosen items in the second column			
Add an interesting border and shade the table with the color of your choice			
Use correct spelling, punctuation, and grammar			
Edit your table to be sure it is clear and free of errors			