



Word Processing, Drawing and Painting Skills Rubric Grade 2

Obj. to produce a simple finished document using word process software (Max Write) by writing a letter

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><u>Enter Data</u> Under File use New to create a new document or Open to open existing document; enter text using letter, number, and function keys including: Backspace, Enter, Shift, Space Bar</p>	<p>content is not developed and is hard to understand; missing 2 or more components of a friendly letter</p>	<p>content is developed; missing one component of a friendly letter</p>	<p>content is clear, letter is well developed; all components of a friendly letter are present: date, greeting, body, closing, signature</p>
<p><u>Edit text</u> by highlighting text to Cut or Delete; edit text by using the backspace key uses Spell Check and Grammar Check to correct spelling and grammar errors</p>	<p>difficulty in organizing ideas; several errors in capitalization, punctuation, spelling and/or grammar</p>	<p>organization of ideas is sequentially arranged; few errors in capitalization, punctuation, spelling and/or grammar</p>	<p>the organization of ideas is clear and logical; no errors in capitalization, punctuation, spelling and/or grammar</p>
<p><u>Format document</u> change font type, size, color and style; use text justification; use appropriate spacing; uses Tab key to indent paragraphs</p>	<p>several errors in spacing, center justification of title and/or left justification of text; does not indent paragraph</p>	<p>1-3 errors in spacing, center justification of title and/or left justification of text; paragraph is indented</p>	<p>uses appropriate text alignment, spacing, font size and style; paragraph is indented</p>
<p><u>Graphics</u> insert clipart, picture from a file, or a drawing using draw and paint tools; insert, move and resize graphics</p>	<p>no graphics (if needed) were included</p>	<p>adds graphics (if needed) to the document</p>	<p>adds appropriate graphics (if needed) to enhance the document</p>
<p><u>Save Document</u> to a file using Save or Save As and creates a file name</p>	<p>automatically presses Save; saves to the program file or computer</p>	<p>needs guidance in saving document to individual folder on the server</p>	<p>saves to individual folder on the server; understands difference between Save and Save as</p>
<p><u>Print</u> document to the appropriate printer using Print Preview before printing</p>	<p>does not use Print Preview; creates multiple copies of document in various stages of completion</p>	<p>uses Print Preview and Print to print document to the appropriate printer</p>	<p>uses Print Preview and Print to print document to the appropriate printer</p>