



Word Processing, Drawing and Painting Skills Rubric Grade 3

Obj. to produce a simple finished document using word process software (Max Write or Microsoft Word) by creating a poem or recipe

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: Delete, Backspace, Enter, Shift, SpaceBar</p>	content is not developed and is hard to understand	content is developed	content is clear, topic is well developed
<p><u>Edit text</u> rearrange sentences or paragraphs by highlighting text to Cut, Copy and/or Paste; removal of text that is unclear by highlighting text to Cut; uses Spell Check and Grammar Check to correct spelling and grammar errors; accesses Research under Tools to locate and use a Thesaurus</p>	difficulty in organizing ideas; several errors in capitalization, punctuation, spelling and/or grammar	organization of ideas is sequentially arranged; edits text using Cut , Copy , and Paste ; few errors in capitalization, punctuation, spelling and/or grammar	the organization of ideas is clear and logical; edits text using the keys Cut , Copy , and Paste ; no errors in capitalization, punctuation, spelling and/or grammar
<p><u>Format document</u> change font type, size, color and style; use text justification; use appropriate spacing</p>	several errors in spacing, center justification of title and/or left justification of text	1-3 errors in spacing, center justification of title and/or left justification of text	uses appropriate text alignment, spacing, font size and style;
<p><u>Graphics</u> insert clipart, picture from a file, or a drawing using draw and paint tools; insert, move and resize graphics</p>	no graphics (if needed) were included	adds graphics (if needed) to the document	adds appropriate graphics (if needed) to enhance the document
<p><u>Save Document</u> to a file using Save or Save As and creates a file name</p>	automatically presses Save ; saves to the program file or computer	needs guidance in saving document to individual folder on the server	saves to individual folder on the server; understands difference between Save and Save as
<p><u>Print</u> document to the appropriate printer using Print Preview before printing</p>	does not use Print Preview ; creates multiple copies of document in various stages of completion	uses Print Preview and Print to print document to the appropriate printer	uses Print Preview and Print to print document to the appropriate printer