



## Word Processing, Drawing and Painting Skills Rubric Grade K

**Obj. to produce a simple finished document using word process software (Max Write) by writing their first and last names**

Skills	Partially Proficient	Proficient	Advanced Proficient
<b><u>Enter Data</u></b> Under <b>File</b> use <b>New</b> to create a new document; enter text using <b>letter</b> and <b>function</b> keys including: <b>Backspace, Enter, Shift, SpaceBar</b>	types name with assistance	types name with positive affirmations	types name without assistance
<b><u>Edit text</u></b> edit text by using the <b>backspace</b> key to remove lowercase letter; <b>Shift</b> to capitalize; use <b>space bar</b> to enter a space between words	errors in capitalization or spacing between first and last name	one error capitalization or spacing between first and last name	no errors in capitalization; one space between first and last name
<b><u>Graphics</u></b> insert clipart, picture from a file, or a drawing using draw and paint tools; insert, move and resize graphics	no graphics were included	adds graphics to the document with assistance	independently adds appropriate graphics to enhance the document
<b><u>Save Document</u></b> to a file using <b>Save As</b>	saves to the computer not to individual folder	needs guidance in saving document to individual folder on the server	independently saves to individual folder on the server
<b><u>Print</u></b> uses appropriate <b>Print</b> key before printing	needs assistance to print	uses appropriate <b>Print</b> key before printing with minimal assistance	uses appropriate <b>Print</b> key before printing without assistance