



WORD PROCESSING

UNIT 4 Sections 5.1- 5.3

Student Name: _____ Period: _____ Teacher: _____

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to format a block-style letter. (5.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format and print an envelope. (5.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from handwritten and printed material. (5.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability spell-check, proofread, and correct errors. (5.1) (NETS 1b, 2b & c, 3a & b)				
Format a block-style letter. (5.1 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format an envelope. (5.1 Project 2) (NETS 1b, 2b & c, 3a & b)				
Format a Personal Letter With Envelope. (5.1 – Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Personal Letter. (5.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a business letter with letterhead. (5.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a return address and an enclosure notation. (5.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key from printed copy. (5.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to spell-check, proofread, and correct errors. (5.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to compose at the keyboard. (5.2) (NETS 1b, 2b & c, 3a & b)				

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Format a business letter in block style with enclosure notation. (5.2 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a BUSINESS ENVELOPE. (5.2 Project 2) (NETS 1b, 2b & c, 3a & b)				
Format a Business Letter With a Return Address. (5.2 Project 3) (NETS 1b, 2b & c, 3a & b)				
Format a Business Letter With a Return Address #2. (5.2 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format a Business Letter With Envelope. (5.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format an e-mail message. (5.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to attach a document to an e-mail message. (5.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to key from printed copy. (5.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to spell-check, proofread, and correct errors. (5.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to compose at the keyboard. (5.3) (NETS 1b, 2b & c, 3a & b)				
Create an E-Mail Message With Attachment. (5.3 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create an E-Mail Message With Attachment #2. (5.3 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Format an E-Mail Message. (5.3) (NETS 1b, 2b & c, 3a & b)				
REVIEW: Applies word processing skills learned to create and format a business letter. (Section 5) (NETS 1b, 2b & c, 3a & b, 5a & c)				
Add Up Overall Scores ----->				

Your Score _____

Total Possible Score _____

Teacher Comments: