

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: May 21, 2010

Word Count:

# **M**icrosoft Word 2003 Benchmarks

**Benchmark #1:** Is able to create a new document, print, save, close, and reopen.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #2:** Included a “header/footer” into their document.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #3:** Demonstrated formatting of text including: changing **fonts**, **bold**, **underline**, text **color** and text **size**.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #4:** Included a bulleted list.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #5:** Included graphics, both **clipart**, **clipart online**, **Google pics** and **drawing objects**.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #6:** Formatted graphics; both **clipart**, **clipart online**, **Google pics** and **drawing objects** by turning inline objects into floating, and adding borders and fill.

Yes \_\_\_\_\_

No \_\_\_\_\_

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: May 21, 2010

Word Count:

**Benchmark #7:** Included a textbox. Demonstrated the ability to format that textboxes borders and fill.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #8:** Used one of the following: **Background Effect**, a **Text Effect** or **Shading** or **Page Border**.

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #9:** Document and cover have an attractive layout. Objects and text are not cluttered and messy. Document used double spacing paragraph line spacing, and document text is size 12 fonts, black and **Times New Roman!**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Benchmark #10:** Used tools including **spell check**, **grammar check** and **word count**.

Yes \_\_\_\_\_

No \_\_\_\_\_

**How will I be graded:**

- All benchmarks met: 96%-100% A+
- 9 benchmarks met: 90% -95% A-A-
- 8 benchmarks met: 80%-89% B-B+
- 7 benchmarks met: 70%-79% C-C+
- 6 benchmarks met: 60%-69% D-D+
- 5 or less benchmark: 59% or less F

*Attractiveness of layout is part of your grade*

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: May 21, 2010

Word Count:



*\*Attach Documents\* Be sure to include the WORD COUNT,*

*DATE YOUR FIRST AND LAST NAME, AND YOUR TEACHER'S NAME in  
your document HEADER*