Greetings, Intro to Business and Technology Students.

We are starting our Microsoft Office Word Unit. Our first assignment is learning the Word Ribbon (it is located at the top of the screen) .

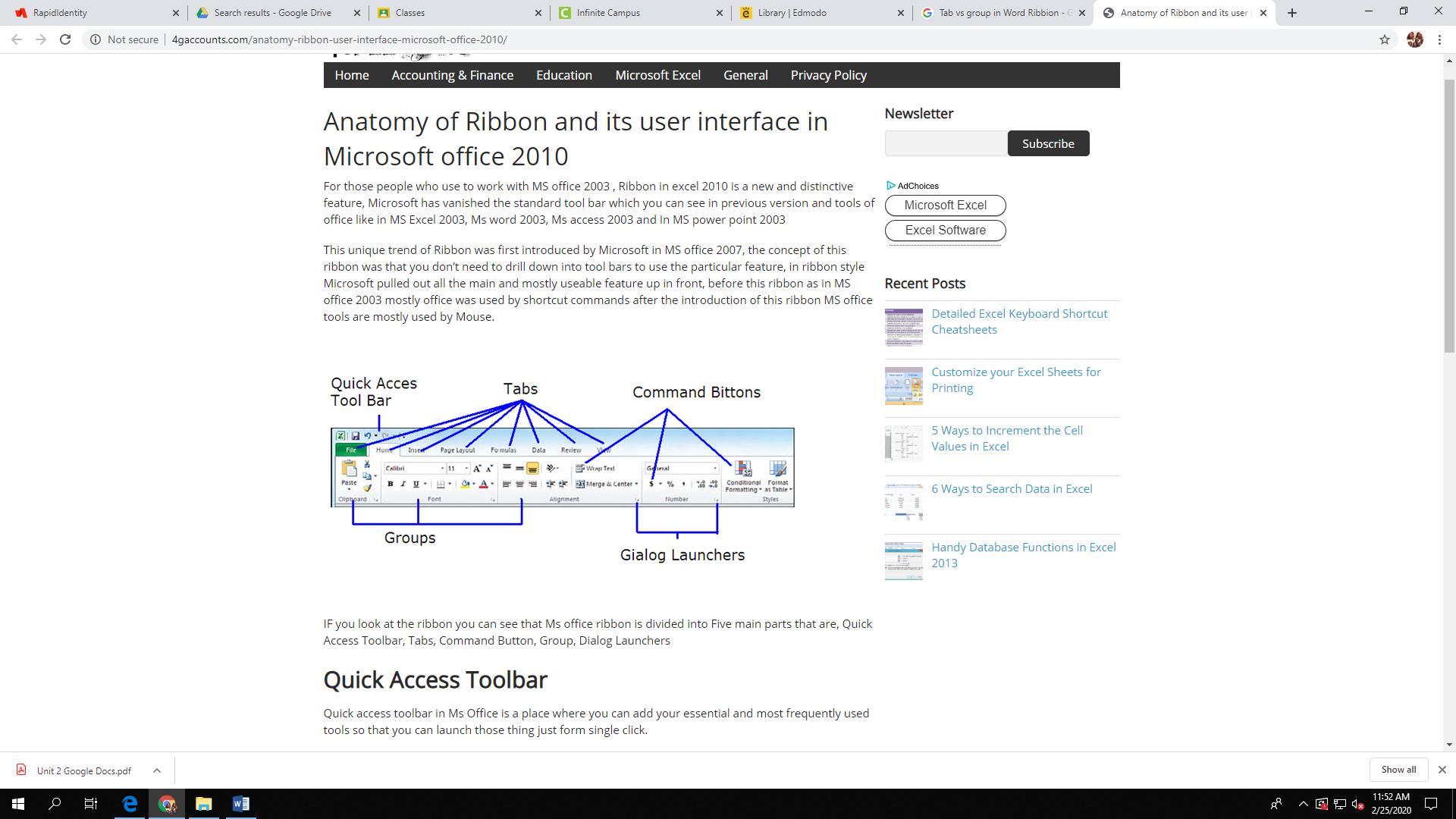
If the document is not submitted properly by the due date the grade will default to Zero 0; no work will be received

Pictures must be small and crop! Do not insert oversized pictures! Just small and medium pictures are accepted (Screen shots, snipping of pictures, and inserted pictures are accepted). Pictures must be clear and recognizable.

**Rubric**

**Assignment Points Worth 100 points**

|  |  |
| --- | --- |
| Proper grammar, punctuation, capitalization, and ELA skills. It’s a requirement. More than 3 errors -30 pts.  You will get a 70!  Double check your work  Proofread it before you submit it! | 30 points |
| Completed header and footer as instructed &  Save document as instructed | 20 points |
| One font for the entire document  Do not change the font or size of the font | 10 points |
| Proper pictures for each word | 20 points |
| Proper Tab and Group for word | 20 points |
| **Total Points** | **100 points** |



|  |  |  |  |
| --- | --- | --- | --- |
| Word on the Ribbon | What Tab is it located Under? | What Group is it in? | How does it look? Insert the icon.  It must be the same picture from the ribbon nothing else will be accepted. |
| Ex: Bold | Home Tab | Font |  |
| Ribbon | x | x |  |
| Tab | x | x |  |
| Group | x | x |  |
| Styles | Home | Styles |  |
| Pictures | Insert | Ills. |  |
| Margins | Layout | Page Setup |  |
| Close |  |  |  |
| Mailing |  |  |  |
| Table of Contents |  |  |  |
| New |  |  |  |
| Full Screen Reading |  |  |  |
| Gridlines |  |  |  |
| Tables |  |  |  |
| Spelling and Grammar |  |  |  |
| Cut |  |  |  |
| Copy |  |  |  |
| Paste |  |  |  |
| Underline |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Word on the Ribbon | What Tab is it located Under? | What Group is it in? | How does it look? Insert the icon.  It must be the same picture from the ribbon nothing else will be accepted. |
| Normal |  |  |  |
| Web Layout |  |  |  |
| Header and Footer |  |  |  |
| Labels |  |  |  |
| Spelling and Grammar |  |  |  |
| Insert Citation |  |  |  |
| Navigation Pane |  |  |  |
| Page Number |  |  |  |
| Center |  |  |  |
| Chart |  |  |  |
| Italic |  |  |  |
| Print |  |  |  |
| Open |  |  |  |
| Find |  |  |  |
| Bullets |  |  |  |
| Numbering |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Word on the Ribbon | What Tab is it located Under? | What Group is it in? | How does it look? Insert the icon.  It must be the same picture from the ribbon nothing else will be accepted. |
| Sort |  |  |  |
| Increase Indent |  |  |  |
| Replace |  |  |  |
| Center |  |  |  |
| Decrease Indent |  |  |  |
| Save As |  |  |  |
| Zoom |  |  |  |
| Orientation |  |  |  |
| Ruler |  |  |  |
| Word Count |  |  |  |
| Align Left |  |  |  |
| Page Break |  |  |  |
| Thesaurus |  |  |  |
| Line & Paragraph Spacing |  |  |  |
| Replace |  |  |  |
| Envelopes |  |  |  |