Integrated Technology  
MSWord Unit B Rubric  
Editing Documents

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| **Task** |  | **Points** | **Points Earned** |
| Step by step Pgs. 26-40 |  | 15 |  |
| **Concepts Review** Pgs. 42-43  #s 1-20 (Type out both question and answer) |  | 15 |  |
| **Independent Challenge 1** Pg. 45 |  | 20 |  |
| **Independent Challenge 2** Pg. 46 |  | 30 |  |
| **Visual Workshop** Pg. 48 |  | 20 |  |
| **Total Points** |  | **100** | **/100** |

\*Print each task and staple in order with the rubric on top  
\*Make sure your name is typed on each task in order to receive credit  
\*This will be due on Monday, September 15