**Grading Rubric – Word 2016**

**Lab 3: Antique Store Flyer**

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| The flyer contains a **headline**: Antiques Galore | **1** |  |
| The flyer contains the **signature line** “Questions? Call 312-555-2000 or find us on Facebook” | **1** |  |
| The body text contains **the paragraph & a bulleted list:**  | **2** |  |
| The flyer contains **at least two digital pictures** appropriately resized and formatted. **Picture effects needed.**  | **4** |  |
| The text and graphics in the flyer has appropriate font sizes, colors, bold/italics/underlining, and spacing for each section..  | **8** |  |
| **A page border** is incorporated.  | **5** |  |
| The flyer, as a whole, is visually appealing. Something unique was included on the design. | **2** |  |
| The flyer fits on a single page | **1** |  |
| The flyer does not contain spelling or grammar errors | **1** |  |
| **Defaults changed. Creative elements exist** | **2** |  |
| Question answered in the Comments section | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **30** |  |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tips and Hints for creativity:**

* To move pictures: Wrap text
* Use shapes
	+ Change shape colors and play with effects
* Use text boxes
* Place pictures in a different location
* Change fonts and font colors