

## DESKTOP PUBLISHING-INVITATIONS/GREETING CARDS RUBRIC (CODE E9)

	5	4	3	2	1
<b>Formatting Text</b> ♦ Bold ♦ Underline ♦ Italic ♦ Center ♦ Enlarge	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used two of the five techniques.	Appropriately used one/none of the five techniques.
<b>Formatting Page</b> ♦ Margins ♦ Appropriate font size/style ♦ Appropriate line spacing ♦ Use of Word Art	Appropriately used all four techniques.	Appropriately used three of the four techniques.	Appropriately used two of the four techniques.	Appropriately used one of the four techniques.	Did not use any of the formatting techniques.
<b>Graphics</b> ♦ Appropriate for Document ♦ Resized Appropriately ♦ Clear/Not Distorted	One or more appropriate graphics have been inserted, resizing is appropriate and graphic is not distorted.	Appropriate graphics have been inserted and resized and some distortion.	Graphics were inserted but they were inappropriate or not properly sized or distorted.	Graphics inserted were inappropriate, resized improperly and distorted.	Did not insert graphics.
<b>Grammar and Spelling</b>	No spelling errors No grammar errors	Only one error in grammar or spelling	Two or three errors in grammar or spelling	More than three errors in grammar or spelling	Very frequent spelling and/or grammar errors.
<b>Directions</b>	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed,	Attempted to follow directions.	Failed to follow directions.