



Word Processing, Drawing and Painting Skills Rubric Grade 1

Obj. to produce a simple finished document using word process software (Max Write) by writing a paragraph

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><u>Enter Data</u> Under File use New to create a new document or Open to open existing document; enter text using letter, number, and function keys including: Backspace, Enter, Shift, SpaceBar</p>	content is not developed and is hard to understand	content is developed; missing one	content is clear, letter is well developed
<p><u>Edit text</u> edit text by using the backspace key</p>	difficulty in organizing ideas; several errors in capitalization, punctuation, spelling and/or grammar	organization of ideas is sequentially arranged; few errors in capitalization, punctuation, spelling and/or grammar	the organization of ideas is clear and logical; no errors in capitalization, punctuation, spelling and/or grammar
<p><u>Format document</u> change font type, size, color; use appropriate spacing; uses Shift to capitalize</p>	several errors in spacing; needs help in formatting document	1-3 errors in spacing between words and/or after punctuation	uses appropriate spacing, font size and style; no errors
<p><u>Graphics</u> insert clipart, picture from a file, or a drawing using draw and paint tools; insert, move and resize graphics</p>	no graphics (if needed) were included	uses graphics (if needed) to the document	adds appropriate graphics (if needed) to enhance the document
<p><u>Save Document</u> to a file using Save or Save As and create a file name</p>	automatically presses Save ; saves to the program file or computer	needs guidance in saving document to individual folder on the server	saves to individual folder on the server; understands difference between Save and Save as
<p><u>Print</u> uses appropriate Print key before printing</p>	does not use appropriate Print key before printing; needs assistance	uses appropriate Print key before printing with minimal assistance	uses appropriate Print key before printing without assistance