

	Marks	C0042262	C0221541	C0267748	C0304870	C0309831	C0310526	C0311481	C0313320	C0316150	C0327568	C0327816	C0328046	C0334048	C0334911	C0336213
	100%	83%	95%	94%	0%	0%	0%	91%	84%	100%	97%	97%	67%	98%	98%	100%
Total	94	78	89	88	0	0	0	86	79	94	91	91	63	92	92	94
1 Filename Lab06_Firstname_Lastname	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
2 Margin Page 2 top and Bottom 0.5", Left right 1" Objective Set different margins by page or by section. Change font to Bookman Old style, 11 point .	5	5	5	5	0	0	0	5	5	5	5	5	1	5	5	5
3 Insert Word Art style 23 "Student Memories" 7" wide by 1.5" high Objective use and format Word Art	5	3	5	5	0	0	0	5	5	5	5	5	1	5	5	5
4 "Memories Old and New Celebrates Students!" 16 point centered and bold Objective Format text	3	2	3	2	0	0	0	3	3	3	3	3	3	3	3	3
5 Enter paragraph from sample Objective Format body text	3	1	3	1	0	0	0	0	1	3	3	3	3	1	1	3
6 Create tab stops (left at 2.5", right tab at 6" with dotted leader line)	3	0	3	3	0	0	0	3	1	3	3	3	0	3	3	3
7 Enter the 6 lines of text (including blank line) using the tabs Objective set tabs and use to enter text	5	5	5	5	0	0	0	5	5	5	2	2	2	5	5	5
8 Insert 3 column X 5 row table	4	4	4	4	0	0	0	4	4	4	4	4	4	4	4	4
9 Merge cells in row 1 and enter text (see sample)	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
10 Center text in row 1 and add mid range colour to cells	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
11 Add a lighter matching colour to cells in row 2	3	3	3	0	0	0	0	3	3	3	3	3	3	3	3	3
12 Select entire table and Auto fit to contents	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
13 Center table horizontally on page Objective Create, Format and populate a table	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
14 Create text box and enter 4 lines of text (see sample) format the 4 paragraphs as single and zero space after	5	5	3	5	0	0	0	5	3	5	5	5	5	5	5	5
15 Center text box and use text box style – gradient with matching colour Objective create, populate and format a text box	5	5	3	5	0	0	0	5	1	5	5	5	2	5	5	5
16 Insert hard page break Objective – use Page break to force new page	2	2	2	2	0	0	0	2	2	2	2	2	0	2	2	2
PAGE TWO																
17 Change page 2 margins to R&L = 1", T&B = .5"	5	2	5	5	0	0	0	2	5	5	5	5	1	5	5	5
18 "Build a trellis" word Art top of page 2	3	3	3	3	0	0	0	3	3	3	3	3	1	3	3	3
19 Create 2 column section on page 2	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
20 Insert text Basic Trellis (a numbered list) in column 1	3	3	3	3	0	0	0	3	3	3	3	3	3	3	3	3
21 Insert Rough trellis Use "Paste without merging" (do NOT continue numbered list) in column 2	3	3	3	3	0	0	0	3	1	3	3	3	3	3	3	3
22 Rough Trellis Heading starts column 2 Objective Paste multiple objects and use multiple columns	3	3	3	3	0	0	0	3	3	3	3	3	1	3	3	3
23 Both column headings aligned and formatted as 20 point, small caps, dark orange colour	3	3	3	3	0	0	0	3	1	3	3	3	3	3	3	3
24 Paragraph spacing on page 2 to single, -6 point after, text is Cambria 11 point, justified	3	3	3	3	0	0	0	3	2	3	3	3	1	3	3	3
25 Insert photo after text, 2 nd column proportionally resize to 3" wide	3	3	3	3	0	0	0	3	3	3	3	3	2	3	3	3
26 Enter 2 paragraphs 2nd column under photo - student name and email Use Borders and shading to shade light orange and a dark orange shadow border 1.5 point Objective Use Borders and shading to highlight text	5	2	4	5	0	0	0	3	5	5	5	5	4	5	5	5
27 Print Preview Document – ensure only 2 pages	2	0	2	2	0	0	0	2	2	2	2	2	2	2	2	2

	Marks	C0336849	C0339841	C0340316	C0341294	C0341470	C0343222	C0343313	C0344141	C0344560	C0347755	C0347774	C0350599	C0350873	C0352932	C0356643
	100%	98%	97%	100%	97%	100%	0%	90%	98%	100%	99%	100%	94%	62%	100%	93%
Total	94	92	91	94	91	94	0	85	92	94	93	94	88	58	94	87
1 Filename Lab06_Firstname_Lastname	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
2 Margin Page 2 top and Bottom 0.5", Left right 1" Objective Set different margins by page or by section. Change font to Bookman Old style, 11 point .	5	5	5	5	5	5	0	5	5	5	5	5	5	3	5	5
3 Insert Word Art style 23 "Student Memories" 7" wide by 1.5" high Objective use and format Word Art	5	5	5	5	5	5	0	5	5	5	5	5	5	5	5	5
4 "Memories Old and New Celebrates Students!" 16 point centered and bold Objective Format text	3	3	3	3	3	3	0	1	3	3	2	3	3	3	3	3
5 Enter paragraph from sample Objective Format body text	3	3	3	3	3	3	0	3	3	3	3	3	3	1	3	1
6 Create tab stops (left at 2.5", right tab at 6" with dotted leader line)	3	3	3	3	3	3	0	3	3	3	3	3	3	0	3	3
7 Enter the 6 lines of text (including blank line) using the tabs Objective set tabs and use to enter text	5	5	2	5	2	5	0	5	5	5	5	5	5	1	5	5
8 Insert 3 column X 5 row table	4	4	4	4	4	4	0	4	4	4	4	4	4	4	4	4
9 Merge cells in row 1 and enter text (see sample)	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
10 Center text in row 1 and add mid range colour to cells	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
11 Add a lighter matching colour to cells in row 2	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
12 Select entire table and Auto fit to contents	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
13 Center table horizontally on page Objective Create, Format and populate a table	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
14 Create text box and enter 4 lines of text (see sample) format the 4 paragraphs as single and zero space after	5	5	5	5	5	5	0	5	5	5	5	5	5	5	5	5
15 Center text box and use text box style – gradient with matching colour Objective create, populate and format a text box	5	5	5	5	5	5	0	5	3	5	5	5	5	5	5	5
16 Insert hard page break Objective – use Page break to force new page	2	2	2	2	2	2	0	2	2	2	2	2	2	2	2	2
PAGE TWO								0								
17 Change page 2 margins to R&L = 1", T&B = .5"	5	5	5	5	5	5	0	1	5	5	5	5	1	1	5	1
18 "Build a trellis" word Art top of page 2	3	3	3	3	3	3	0	3	3	3	3	3	3	0	3	3
19 Create 2 column section on page 2	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
20 Insert text Basic Trellis (a numbered list) in column 1	3	3	3	3	3	3	0	3	3	3	3	3	3	3	3	3
21 Insert Rough trellis Use "Paste without merging" (do NOT continue numbered list) in column 2	3	3	3	3	3	3	0	3	3	3	3	3	3	1	3	3
22 Rough Trellis Heading starts column 2 Objective Paste multiple objects and use multiple columns	3	3	3	3	3	3	0	3	3	3	3	3	3	1	3	3
23 Both column headings aligned and formatted as 20 point, small caps, dark orange colour	3	3	3	3	3	3	0	2	3	3	3	3	3	0	3	2
24 Paragraph spacing on page 2 to single, -6 point after, text is Cambria 11 point, justified	3	3	3	3	3	3	0	3	3	3	3	3	3	0	3	3
25 Insert photo after text, 2 nd column proportionally resize to 3" wide	3	3	3	3	3	3	0	3	3	3	3	3	3	0	3	3
26 Enter 2 paragraphs 2nd column under photo - student name and email Use Borders and shading to shade light orange and a dark orange shadow border 1.5 point Objective Use Borders and shading to highlight text	5	3	5	5	5	5	0	3	5	5	5	5	3	0	5	5
27 Print Preview Document – ensure only 2 pages	2	2	2	2	2	2	0	2	2	2	2	2	2	2	2	2