

CTE 629D
Tables
Don Carlin 2012

Rubric for Microsoft Office Table Created and Modified in Word

Name: _____

Skill	3	2	1-0	Total
Table is formatted similar to the example:	First row is merged, title centered, background is shaded, font is expanded and contrasts with the shading; image is appropriate to the content and centered in the cell; borders have been removed from the ingredients; bottom two rows and columns have been merged and borders removed.	The original table was created, but cells were not merged correctly. Image was not centered in cell.	The table was created but borders were not removed as directed. Image was not appropriate or not centered in the cell.	
Converting text to tables:	Text is formatted, copied and converted to table using tabs.	Table was created properly, but the formatted text was not included.	Table was not created or the formatting of columns and rows includes more than one item.	
Modifying a Table:	Working with the above table, a new column and new row have been inserted and formatted similar to the example and includes the appropriate text.	Only one column or row was inserted and formatted correctly and includes the appropriate headings and text.	Neither column nor row was inserted correctly	
Converting table to text:	The above example is copied, pasted and converted to text and in sentence format as shown in the tutorial.	The table was converted to text correctly, but the original table was not copied.	The table was not converted to text or the formatting was not in sentence format.	
			Total	/12