Fundae Sundaes
Word Simulation

Project 12: Fundae Fundraisers Letter		
Description	Your Points	Total Points
Letterhead template (project 1) used		3
Line Spacing: Single, 0 space before and after		2
Font: Calibri, size 11		1
All merge fields have the correct name		16
All data has been entered correctly into the recipient list		15
Blank lines are inserted in the correct locations		6
All text is typed correctly		7
Total		50

Project 13: Employment Application		
Description	Your Points	Total Points
Margins: Top-.5", Bottom-.5", Sides-.5"		3
Table has 3 columns & 29 rows		2
Rows 1-28: Row height is at least .25"		3
Row 29: Row height is at least .5"		2
Logo is centered at the top of the page		3
Rows 1, 2, 10, 19, 26, & 29 are size 16, bold, & light grey shading		6
Row 1 is centered and all caps		2
Rows 1-10 are merged according to page 51		8
Rows 11-20 are merged according to page 51		10
Rows 21-29 are merged according to page 51		6
All text is center, left aligned		2
Triple line grid border has been applied to the outside of the table		3
All text is typed correctly		5
Total		55

Project 14: Equipment Inventory List		
Description	Your Points	Total Points
Margins: Top-1", Bottom-.75", Sides-1"		3
Line Spacing: double, 0 space before and after		2
Font: Calibri, size 12		1
Logo centered in header		1
Title: Size 14, bold, all caps, and center aligned		2
3 headings: size 14, bold		3
Inventory items, item numbers, & prices are italicized		9
Left tab set at 1"		3
Left tab set at 3.75"		3
Decimal tab with dot leaders set at 6"		3
Text is centered vertically on page		5
All text is typed correctly		5
Total		40

Total:_____ /145