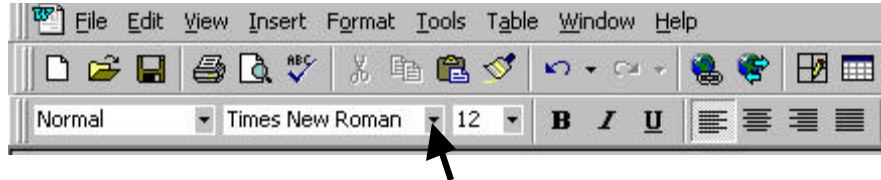
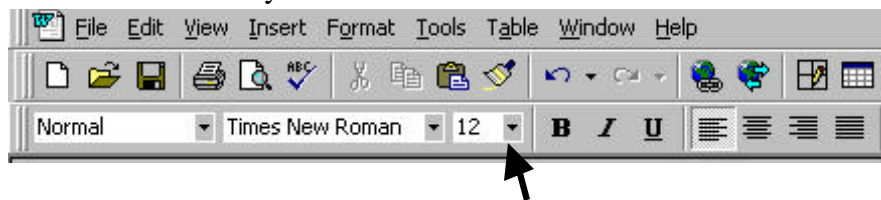


Writing A Rubric in Word 97

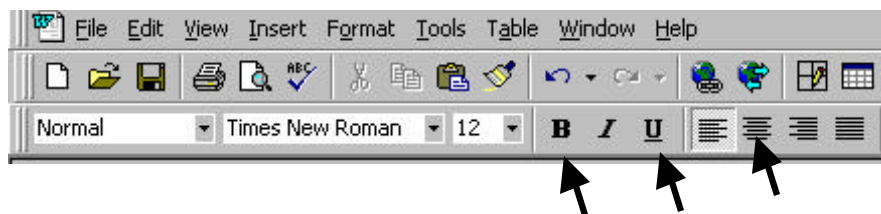
1. With your mouse, point to the **Start**  button, click, and drag up to **New Office Document**.
2. Click on **Blank Document** and then on **OK**.
3. Click on the font selection down arrow and scroll down to your desired font. (I like Comic Sans.)



4. Click on the font size down arrow to your desired size.

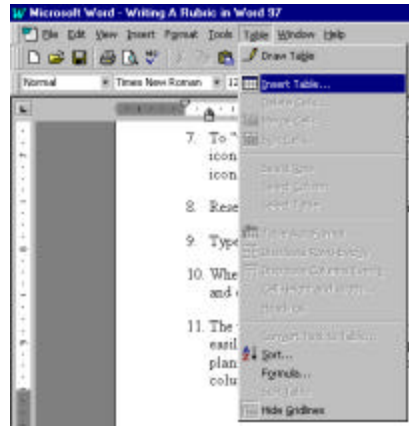


5. Click on the bold icon, the underline icon, and the centered-text icon.



6. Type the name of the task and press the Enter key.
7. To “toggle” off the previous choices, click again on the bold icon and the underline icon. Then click on the left-justified icon (directly to the left of the centered-text icon.)
8. Reset the font to a size of 10 points. (see #4 for help)
9. Type the task description.

10. When you're ready to begin the rubric portion, point to **Table** on the menu bar, click, and drag down to **Insert Table**.



11. The table window will allow you to enter the number of rows and columns. Rows are easily added later. Columns require reformatting the width and therefore are better planned in advance. If you are doing the “novice” to “expert” rubric with a scoring column, you'll need 6 columns.



12. When you've made your selections, click **ok**.

13. Type the information in each cell and press **tab** to move to the next cell. Note:

- a. **tab** moves you from cell to cell
- b. **shift-tab** moves you backward through the cells
- c. if you press **tab** on the last cell, the program will add another row

14. To change the width of the columns, move the mouse to the vertical dividing line, click, hold, and drag to change width. Note: if you have highlighted any cells prior to doing this, only those cells will be changed. Generally, you will want to make sure no cells are highlighted.

