



Assignment Grading Rubric

Course: IT133 Unit: 4 Points: 65

Unit 4 Assignment

Outcomes addressed in this activity:

Unit Outcomes:

- Utilize document formatting techniques.

Course Outcome:

IT133-2: Create documents using various functions of word processing software.

Creating a Table in a Word Document

Scenario

During your time here at Kaplan University you believe you have collected a good listing of websites related to your program of study and you want to share this information with some of your classmates. You want to be able to present this information in a readable format for others. You have learned how to create tables and hyperlinks in Microsoft Word and decide that creating a table with a description of the sites and a hyperlink to the web site would make it easy to use.

Assignment Details

- Using WordArt - place a title at the top of your document and center align it.
 - The title should describe the table of hyperlinks you are about to create
 - (example: Helpful Websites Links for Criminal Justice degrees)
- Create a two (2) column table with seven (7) rows.
 - Add the style "Medium List 1 – Accent 6" to your table
- Label the columns in the top row.
 - The left column should be labeled "Hyperlink"
 - The right column should be labeled "Description."
 - Format the row titles as Tahoma 14, bold, and orange font color.
- Add, in the left column, working hyperlinks (not just the URL) to your selected web sites for the five remaining rows.
 - See example below of how the hyperlink should appear in your table
 - Use the hyperlink option located on the Insert tab
- Provide, in the corresponding right column, the name of the web site, and describe the information available for each of your sites in the next five (5) rows.
- Add a piece of clip art in the last row of your table
 - Add the clipart to the last row (row 7) in the left column
 - In the right column explain why you selected the clip art you did
 - Does it signify your program of study?
 - Does it show an interest or hobby you might have?
- Add a Header with your name aligned right.
- Add a Footer with the page number aligned center.



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- Write a paragraph, below the table, explaining how you plan to use the hyperlinks during your studies at Kaplan University. Add three bullet statements, below the paragraph as to why you chose the web sites you did.
- Ensure your paper is free of all spelling and grammatical errors.

Example of what your table **might** look like:

Hyperlink	Description
Kaplan University	Kaplan University is accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA).

Directions for Submitting Your Assignment

Save your Assignment as **Unit_4_Lastname.docx** and submit it to the Assignment Dropbox for Unit 4

Review the grading rubric below before beginning this activity.

Assignment 4 grading rubric = 65 points

Assignment Requirements	Points Possible	Points Earned
Using WordArt - place a title at the top of your document and center align it. The title should describe the table of hyperlinks you are about to create.	0-7	
Create a two (2) column table with seven (7) rows. Add the style "Medium List 1 – Accent 6" to your table.	0-7	
Label the columns in the top row. The left column should be labeled "Hyperlink." The right column should be labeled Description." Format the row titles so they are Tahoma, 14, bold, and orange font color.	0-7	
Add, in the left column, working hyperlinks (not just the URL) to your selected web sites for the six remaining rows.	0-7	



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See example below of how the hyperlink should appear in your table. Use the hyperlink option located on the Insert tab.		
Provide, in the corresponding right column, the name of the web site, and describe the information available for each of your sites in the next five (5) rows.	0-7	
Add a piece of clip art in the last row of your table Add the clipart to the last row (row 7) in the left column. In the right column explain why you selected the clip art you did Does it signify your program of study? Does it show an interest or hobby you might have?	0-7	
Add a Header with your name aligned right.	0-7	
Footer with the page number aligned center.	0-7	
Write a paragraph, below the table, explaining how you plan to use the hyperlinks during your studies at Kaplan University. Add three bullet statements, below the paragraph as to why you chose the web sites you did.	0-7	
Ensure your paper is free of all spelling and grammatical errors.	0-2	
Total (Sum of all points)	0-65	