CBA Notebook Project – Rubric

**Student’s Name:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Block formatted Letter | **20** |  |
| Bold Type | **10** |  |
| Box with Shading | **10** |  |
| Bulleted List | **10** |  |
| Caption | **10** |  |
| Center Aligned Text | **10** |  |
| Centered Tab | **10** |  |
| Colored Text | **10** |  |
| Decimal Tab | **10** |  |
| Dot Leaders | **10** |  |
| Footer | **10** |  |
| Graphic | **10** |  |
| Graphic with Wrap-a-round Text | **10** |  |
| Header | **10** |  |
| Italicized Text | **10** |  |
| Justified Aligned Text | **10** |  |
| Left Aligned Text | **10** |  |
| Left Tab | **10** |  |
| Modified B lock Format Letter1 | **10** |  |
| Numbering | **10** |  |
| Page Border | **10** |  |
| Page numbering | **10** |  |
| Parallel Columns | **10** |  |
| Right Aligned Text | **10** |  |
| Right Tab | **10** |  |
| Sorted Text | **10** |  |
| Three Column Format | **10** |  |
| Times New Roman font | **10** |  |
| Two Fonts on One Page | **10** |  |
| Underlined Text | **10** |  |
| Use of a Table | **10** |  |
| Word Art | **10** |  |
| Cover Sheet with student’s name and CBA NoteBook Project | **10** |  |
| Organized Folder | **25** |  |
| Creativity and Neatness | **25** |  |
| **TOTAL POINTS POSSIBLE** | **340** |  |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**