

Name:

Period:

Intro To Computers Word #19 – Thank You Letter Rubric

Learning Target?	Grade
LT3 - I can produce written and software artifacts that meet oral and written specifications.	
LT5 - I can open, save, rename, zip and other actions to documents and folders according to specifications.	
LT6 - I can format text including but not limited to fonts, bold and italic.	
LT7 - I can use a spell checker and understand when the spell checker might be incorrect.	
LT8 - I can format a page with margins, headers, footers, tabs, justification, and columns.	
LT12 - I can write a block style letter and a modified block style letter and know when each is used.	
Comments:	
On Time Points	/10