

Century 21 Jr. Chapter 11 Application Test

Tasks Evaluation Guidelines

Task 1 Create a Basic Table	Yes	No
Title is formatted correctly		
Column headings are formatted correctly		
Default column widths are used		
Cell alignment is correct		
Table is centered horizontally and vertically		
A banded row table style is used		
Errors have been detected and corrected		

Task 2 Create from Text a Table with Varying Column Widths, Shading, and Borders	Yes	No
Text is converted to table		
Title is formatted correctly		
Column headings are formatted correctly		
Columns widths are just wide enough to fit contents		
Cell alignment and format are correct		
Shading is applied appropriately		
Multiple-line, colored border is used correctly		
Table is centered horizontally and vertically		
Errors have been detected and corrected		

Task 3 Format and Sort Data in a Table	Yes	No
Title is formatted correctly		
Columns are inserted correctly		
Column headings are formatted correctly		
Columns widths are set correctly		
Rows are inserted correctly		
Row height is set at 0.5"		
Cell alignment and format are correct		
Table is sorted correctly		
Table is centered horizontally and vertically		
Table is converted to text (C11 Task3B)		
Errors have been detected and corrected		

Task 4 Format a Table	Yes	No
Title is formatted correctly		
Cells are merged correctly		
Cells alignment and format are correct		
Columns are totaled correctly		
Columns widths are correct		
Border is applied correctly		
Table is centered horizontally and vertically		
Errors have been detected and corrected		

Task 5 Insert a Table in a Letter	Yes	No
Top and side margins are correct		
Vertical line spacing is correct		
All letter parts are included		
Table is inserted in correct place		
Table alignment and formatting are correct		
Errors have been detected and corrected		