

## Century 21 Jr. Chapter 12 Application Test

### Tasks Evaluation Guidelines

<b>Task 1 Use WordArt</b>	<b>Yes</b>	<b>No</b>
The text is oriented horizontally on the page		
The top margin is 1"		
The graphic is 1" high and 6" wide and centered horizontally		
A red color was used to fill the graphic		
The text is spelled correctly		

<b>Task 2 Create and Format a Text Box</b>	<b>Yes</b>	<b>No</b>
The text box has a 1" top margin		
The text box is 4" wide and is centered horizontally		
The text box has equal space above and below the text		
The font is formatted correctly		
A correct color was used to shade the text box		
A border was applied and formatted correctly		
Errors have been detected and corrected		

<b>Task 3 Use AutoShapes</b>	<b>Yes</b>	<b>No</b>
The hexagon is 4" wide and 3" high		
The hexagon is centered horizontally		
The hexagon is about 2" from the top		
The font is formatted correctly		
The lines use justify alignment		
The shading is applied correctly		
No Line was used for the line color of the shape		
Errors have been detected and corrected		

<b>Task 4 Use Columns and Insert Clip Art</b>	<b>Yes</b>	<b>No</b>
Side margins are set to 0.5"		
A 14-point font is used		
Columns are equal or nearly equal in length		
Appropriate clip art is inserted near center in ¶ 2		
Graphic is 1" high and in proportion		
Text is wrapped square around graphic		
Text is hyphenated and justified		

<b>Task 5 Create a One-Column Flyer</b>	<b>Yes</b>	<b>No</b>
WordArt is used appropriately		
AutoShapes are used appropriately		
A text box is used appropriately		
Clip art is used appropriately		
The flyer is attractive		
The flyer is easy to read		
Errors have been detected and corrected		

<b>Task 6 Create a Three-Column Newsletter</b>	<b>Yes</b>	<b>No</b>
The newsletter is formatted as three columns with vertical lines		
The newsletter title is centered across the three columns		
Font sizes are correct		
Text boxes are inserted correctly and formatted appropriately		
Clip art is appropriate and formatted correctly		
Top, side, and bottom margins are 1"		
Newsletter is one page and has balanced columns		
Newsletter is attractive and easy to read		
Errors are detected and corrected		