

Century 21 Jr. Chapter 9 Application Test

Tasks Evaluation Guidelines

Task 1 Use Word Processing Features	Yes	No
Line spacing set to 2; space removed after ¶s		
Top margin set at 2" and side margins at 1"		
Title center aligned in 14-point, bold font		
Bulleted list inserted correctly		
Bulleted list formatted correctly		
Header and footer inserted correctly		
All errors have been detected and corrected		

Task 2 Create a Report in Standard Format	Yes	No
Top and side margins are correct		
Vertical line spacing is correct		
Report title is in Title style		
Proofreaders' marks interpreted correctly		
All errors have been detected and corrected		

Task 3 Create a Report in MLA Format	Yes	No
Header inserted correctly		
Report identification lines formatted correctly		
Title is center aligned and title case used		
Top, side, and bottom margins are correct		
Double spacing is used throughout the report		
Paragraphs are indented correctly		
Long quotation is inserted and formatted correctly		
Works Cited page appears as separate page		
Works Cited page is formatted correctly		
All errors have been detected and corrected		

Task 4 Create an Outline	Yes	No
Top and side margins are correct		
Title is formatted correctly		
Appropriate numbered list selected		
Indentations are correct		
Vertical spacing is correct		
All errors have been detected and corrected		