Fundae Sundaes
Word Simulation

Project 4: Little League Discount Memo

Description	Your Points	Total Points
Margins: Top-2", Bottom-1", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Title: Size 14, center aligned, all caps		6
Memo heading titles: all caps		8
Standard bullets applied to menu items		4
Blank lines are inserted in the correct locations		7
All text is typed correctly		10
Total		**40**

Project 5: Cozy Cones Complaint Letter

Description	Your Points	Total Points
Margins: Top-2", Bottom-1", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Letterhead template (project 1) used		5
Your reference initials are used in the correct location-lowercase		4
Blank lines are inserted in the correct locations		6
All text is typed correctly		5
Total		**25**

Project 6: Customer Appreciation Letter

Description	Your Points	Total Points
Margins: Top-2", Bottom-1", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Letterhead template (project 1) used		5
Left tabs set at .5" & 3.25"-Paragraphs tabbed to .5" and Date, Complementary close, & sender is tabbed to 3.25"		6
Your reference initials are used in the correct location-lowercase		4
Blank lines are inserted in the correct locations		6
All text is typed correctly		4
Total		**30**

Project 7: Customer Feedback Form

Description	Your Points	Total Points
Margins: Top-1", Bottom-1", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Logo is aligned at the top, center of the page		3
Title: Size 16, center aligned, all caps		6
Custom bullets (check box) inserted for all of the responses		10
1pt, 3" line inserted to the left of Customer Name: & Email Address:		6
Blank lines are inserted in the correct locations		6
All text is typed correctly		4
Total		**40**

Total:_____ /135