

Fundae Sundaes Word Simulation

Project 8: Menu Items List		
Description	Your Points	Total Points
Margins: Top-2", Bottom-1", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Font: Calibri, size 11		1
Table inserted 3 x 17		2
Heading: size 16, bold, center, all caps		2
Column Headings: size 14, bold, center		2
Columns 2 & 3 (numbers) are right aligned		4
Rows 1 & 17 have been shaded		2
Row 17: size 14, bold		2
Table is sorted by Quantity sold in ascending order		5
Formula inserted to calculate total quantity sold		5
All text is typed correctly		5
Total		35

Project 9: Cozy Cones Complaint Letter		
Description	Your Points	Total Points
Margins: Top-.5", Bottom-.5", Sides-.5"		3
Orientation: Landscape		1
Table has 2 columns, 7 rows, and C2R6 has been split into 3 cells		2
Rows 2-7: Row height=.5" & Center, left aligned		3
Rows 2-7: Column 1, cell width=1.2"		2
Rows 2-7: Column 2, cell width=3.55"		2
Copy and past table (4 total)		4
All text is typed correctly		3
Total		25

Project 10: Fundae Sundaes Flavor List

Description	Your Points	Total Points
Margins: Top-2", Bottom-.75", Sides-1"		3
Line Spacing: double, 0 space before and after		2
Font: Calibri, size 12		1
Logo centered in header		1
Title: Size 20, bold, all caps, and center aligned		2
Flavors are sorted alphabetically		3
Flavors are in two evenly distributed columns with a line between		3
All text is typed correctly		5
Total		20

Project 11: Website Outline

Description	Your Points	Total Points
Margins: Top-.5", Bottom-.5", Sides-1"		3
Line Spacing: Single, 0 space before and after		2
Title: all caps		1
Roman Numerals at 0", text is at ½"		2.5
Capital letters at ½", text is at 1"		7
Numbers at 1", text is at 1 ½"		8.5
Blank lines are inserted in the correct locations		8
All text is typed correctly		3
Total		35

Total: /115