

P1 Word Processing Rubric

	Trying to Improve	Satisfactory	Good	Very Good	Score
General file management	Frequently performs below Satisfactory level	I can help my teacher with creating new pieces of writing on the computer. I can also help with saving and printing my work.	I can open, save and print my writing but sometimes need a little help from my teacher.	I can open, save, and print my writing but might need help with folders, renaming files and saving my writing to new locations	
Toolbar Navigation		I can help my teacher click on the icons in the menu to create my piece of writing	I can click on the text and picture icons in the menu to create my piece of writing and can explain what some of them mean	I can explore menus to locate and use other features of the word processor	
Simple Editing		I can fix mistakes in my writing using backspace or delete keys	I can use cut, paste, copy to fix mistakes with a little help from my teacher	I can use cut, paste, copy to edit my writing on my own	
Handling Text		I can type to create my writing using the letter/number, space bar and enter keys	I can change the size, colour and look of the text in my writing	I can change the size, colour and look of the text to make my writing more interesting	
Illustrations		I can assist my teacher with putting pictures into my writing	I can find, insert and resize clipart illustrations from the clip art menu but sometimes I need a little help from my teacher.	I can find, insert and resize clipart illustrations that make my writing more interesting	
Spelling and grammar		I can identify words in my writing that have spelling mistakes and correct them with the help of my teacher.	I can spot and correct spelling mistakes in my writing but might miss one or two	I can spot and correct spelling errors in my writing but might have one spelling or grammar error	
Score					