

Module Project Assignments – SBA

SAMPLE WORD PROCESSING MARKING SCHEME

Work Done	Marks	Out of
Character formatting features:		
<ul style="list-style-type: none"> • Font size and font color • Font style e.g: Bold, Underline, Italics • Font type e.g: Arial (a readable font) • Font effect e.g: Superscript, subscript 		15
Paragraph formatting features:		
<ul style="list-style-type: none"> • Alignment, line spacing, column-style, bullets and numbering 		15
Other features:		
<ul style="list-style-type: none"> • Inserting objects: picture, WordArt, table, chart, symbols, drawing tools i.e text box. • Hyperlink and bookmark 		15
Page formatting:		
<ul style="list-style-type: none"> • Page breaks, page numbering, header and footers, borders and shading. 		15
Language tools:		
<ul style="list-style-type: none"> • Spell check, grammar check, and thesaurus, add new words into the dictionary. 		10
Word tasks:		
<ul style="list-style-type: none"> • Saving and making backups • Printing activities • Scanning activities 		10
Originality:		
<ul style="list-style-type: none"> • Uniqueness, creativity, innovative 		20
TOTAL MARKS		100
		7.5 %