

# Assignment 4 | Google Docs | Summative Assessment

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Congratulations! You have come a long way in Google Docs and document processing. This is the final activity for you to show me your impressive skills! Below is a list of objectives that you need to cover to receive full credit on this assignment. Follow the objectives below and don't forget to add the rubric at the end of the assignment. Remember...impress me!

1. Open a new document and name it **firstinitiallastname\_assignment4\_hour**.
2. Share the document with Mr. Schneider.
3. Change your font to **Verdana 12**.
4. **Right-Align your heading**. Type your **name, hour, and assignment 4**. Each should be on:
  - ✓ separate lines
  - ✓ bolded
  - ✓ single-spaced.
5. Add the title **My Summative Assessment**. It should be **centered and underlined** on its own line. **Do not bold it**.
6. Set up your paper to be **double spaced**.
7. **Set up your margins to be .5 or ½**.
8. Write a reflection about the class. What do you like? Have you found Google Docs helpful? Do you use Google Docs outside of school? Will you use Google Docs for assignments in other classes? Feel free to write about your own observations.
9. Your reflection should be at least 2 indented paragraphs. A paragraph consists of at least 5-7 sentences.
10. Copy the rubric below.
11. Make sure that your table does not split into 2 pages.
12. Print your paper and turn it into Mr. Schneider.

<b>Objective</b>	<b>Points Possible</b>	<b>Points Earned</b>
Correctly copied this rubric table with proper formatting	3	
Name, hour, assignment 4, are right-aligned and on separate lines and bolded with single spacing	3	
Verdana size 12 was used	2	
<u>My Summative Assessment</u> was centered and underlined, not bolded	3	
Correctly named the assignment	1	
Paper is double spaced	4	
Margins changed .5 or ½ inch	4	
Typed 2 complete paragraphs that are indented and at least 5-7 sentences in length each	4	
Shared document with Mr. Schneider	1	
<b>TOTALS</b>	<b>25</b>	