**Business Document Formatting**

**Business Information Management I**

**Table Assignment #2**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | **20** | **15** | **8** | **1** |
| **Spelling,** | One or fewer | Two or three | Four errors in | More than four |
| **Punctuation, and** | errors in spelling, | errors in | spelling, | errors in spelling, |
| **Grammar** | punctuation, and | spelling, | punctuation, and | punctuation, and |
|  | grammar in the | punctuation, and | grammar in the | grammar in the |
|  | table. | grammar in the | table. | table. |
|  |  | table. |  |  |
| **Organization** | Table is | Table is neat and | Table is slightly | Table is |
|  | exceptionally | adequately | unorganized. | completely |
|  | organized. | organized. |  | unorganized. |
|  |  |  |  |  |
| **Required** | The table | The table is | The table is | The table is |
| **Elements** | contains at least | missing one row | missing two to | missing more |
|  | 10 rows and two | of data. | three rows of | than three rows |
|  | columns. |  | data. | of data. |
|  |  |  |  |  |
| **Cell Formatting** | Professional‐ | Cell data | Cell data | No cell |
|  | looking | formatted | formatting is | formatting |
|  | formatted data | adequately. | inconsistent. | present in the |
|  | in the cells. |  |  | table. |
|  |  |  |  |  |
| **Borders/Shading** | Borders and | Borders and | Either borders or | No borders or |
|  | shading used | shading present | shading missing | shading on table. |
|  | very effectively. | but average. | from table. |  |
|  |  |  |  |  |

**Maximum Points Possible: 100**

**Student Points: \_\_\_\_\_\_\_\_**