

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

Period: \_\_\_\_\_

Date: \_\_\_\_\_

**TABLE FORMATTING RUBRIC**

<b>Table Contents</b>	<b>Excellent (10)</b>	<b>Satisfactory (8)</b>	<b>Poor (6)</b>
<b>Column headings are centered horizontally and vertically</b>	<input type="checkbox"/> 5 cells	<input type="checkbox"/> 3 cells	<input type="checkbox"/> < 3 cells
<b>Column headings are keyed in bold font</b>	<input type="checkbox"/> 5 cells	<input type="checkbox"/> 3 cells	<input type="checkbox"/> < 3 cells
<b>Rows are adjusted evenly</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 80%	<input type="checkbox"/> < 80%
<b>Columns are adjusted evenly</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 80%	<input type="checkbox"/> < 80%
<b>Cell data in rows is vertically and horizontally centered</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 80%	<input type="checkbox"/> < 80%
<b>Table contains at least one merged row or column</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Row headings are shaded</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 80%	<input type="checkbox"/> < 80%
<b>Row headings are keyed in bold font</b>	<input type="checkbox"/> 100%	<input type="checkbox"/> 80%	<input type="checkbox"/> < 80%
<b>Table contains an appropriate title</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Spelling errors</b>	<input type="checkbox"/> 0	<input type="checkbox"/> 2-3	<input type="checkbox"/> $\geq 3$
<b>Total: Multiply checked cells by point value of column</b>			
<b>Total Points:</b>			