



Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 2 Page Layout and Printing (Instructor)

Explanation

In this lab, students will demonstrate how to insert page breaks, adjust margins, set the print orientation, select the paper size, and output your document to a printer using specific settings.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	FAIL 0	POOR 1	FAIR 2	GOOD 3	Score
Page Breaks	Does not know how or where to begin to insert a page break	Able to insert a page break but shows difficulty in placing the break at the specified point	Inserts and displays a page break as instructed in steps 3 and 4 of the lab procedure	Completes step 1 through step 5 of the lab procedure	
Layout	Unable to perform any modifications to the page layout	Performs step 7a in the lab procedure	Performs steps 7a and 7b in the lab procedure	Performs step 7a through 7c in the procedure	
Printing	Not able to access the print window and/or print a document	Demonstrates the steps to print a document but can't restrict printing to specific pages	Completes step 9 and step 10 in the lab procedure	Completes steps 9 through 11 in the lab procedure	





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