**MHS 6401 Merge Project - Rubric**

by Florida Gulf Coast University

**Assessment**

**Task Description**

You will download a spreadsheet of contact information for the Lee County Schools. Then, use the data to merge (using Microsoft Word™ or WordPerfect):  A letter introducing yourself and a A certificate of appreciation to the school (use Microsoft Template)

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|  | **Target**(3 pts) | **Acceptable**(2 pts) | **Unacceptable**(1 pt) | **Missing** |
| **Task Criterion 1**FEAP.12 | Candidates download a spreadsheet of contact information for the Lee County Schools. Then, use the data to merge (using Microsoft Word™ or WordPerfect): A letter introducing yourself and a certificate of appreciation to the school (use Microsoft Template) | There are minor errors in the work, but the candidate is likely to self-correct over time. | There is at least one major error in the work which shows a lack of understanding of the concept. |   |

**Standards**

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| **FEAP.12** | ACCOMPLISHED PRACTICE #12: Technology (revised 9-4-03) |

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