

	<b>4 Exceeding</b>	<b>3 Meeting</b>	<b>2 Achieving</b>	<b>1 Beginning</b>	<b>Total</b>
<b>Header &amp; Title</b>	All Required information	Missing 1 piece of information	Missing 2 pieces of information	Missing 3 or more pieces of info	
<b>Table</b>	7 columns by 7 rows with alternating colors, all rows same height, and correct headings	missing 1 requirement	missing 2-3 requirements	missing 4 or more requirements	
<b>Formatting</b>	Each person & their responses have their own font, columns centered, questions in 1st row, names in 1st column, rows same height	missing 1 requirement	missing 2-3 requirements	missing 4 or more requirements	
<b>Spelling &amp; Capitalization</b>	Zero spelling or capitalization errors	1-2 errors	3-4 errors	5 or more errors	