

Computer Lab Career Project

Grade Scale			
A+	100.00	B-	85.00
A	96.00	C+	83.00
A-	93.00	C	79.00
B+	91.00	C-	77.00
B	87.00	D+	75.00
		D	72.00
		D-	70.00
		F	0.00

Career Worksheet # 7 Job Satisfaction Word Processing

Name _____

Nbr _____

Date _____



Description: For this assignment, you will use your research findings to create a Microsoft Word document that will summarize job satisfaction for your career choice.

Instructions:

- Create a right aligned header with your last name, followed by the page number:
 - Click on **View**, and then click on **header and footer**.
 - Click on the **right align** button, and type your last name.
 - Click on **Insert**, and then click on **Page numbers . . .** Click on **OK**.
 - Click on **Close** to exit out of **header and footer**.
- Left align what is to follow.
- Type your name, the instructor's name, the name of this class, and the date on separate lines, double-spacing between the lines.
- Double space again and center the title.

See the following example:



- The following will help you write your summary in the body of your document:
 - In general, what criteria tend to play a role in job satisfaction?
 - How satisfied with their career are people who are in, or have been in your career choice?
 - Do people tend to remain in your career choice, or leave?
 - What about your career choice causes job satisfaction? Job dissatisfaction?
- Add any other pertinent information that you found to complete your document.

GRADING RUBRIC Checklist

<input type="checkbox"/> Right aligned header with page number	2 points
<input type="checkbox"/> Name, Instructor, Course and Date properly formatted	4 points
<input type="checkbox"/> Title centered	1 point
<input type="checkbox"/> Summary	
<input type="checkbox"/> Well written	5 points
<input type="checkbox"/> Addresses all questions above	4 points
<input type="checkbox"/> Spelling is correct	1 points
<input type="checkbox"/> At least two sources cited	<u>2 points</u>
 TOTAL	 19 points