PERSONAL KEYBOARDING
Point Deductions

Deduct 2 points for errors involving:

- Margins
- Indenting
- Vertical centering
- Missing or extra words/sentence
- Not correctly centering a table

Deduct 1 point for errors involving:

- Spelling
- Punctuation
- Horizontal alignments
- Alignments in a table (overall)
- Spacing before or after a table
- Horizontal spacing
- Upper/lower case
- Date format
- Proofreaders mark revision
- Font size
- Bold
- Italic
- Underlining
- Shading
- Parenthetical reference format
- New paragraph
- Indented ¶ on full-block
- Reference initials
- **And any other forms of typo's!**