



NZ DC Word Processing / Online Skill Cards

NZ Website: www.therelievingteacher.weebly.com Written: October, 2022.



Student Name/s:

School:

Class:

Year:

Date:

| Devices used (circle): | | Ipad | Chromebook | Laptop | Programme used (circle): | | Google Docs | Microsoft Word | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-------------|------------|-----------|----------------------------|------|-------------|----------------|-------|-------------|--------------|------|----------------|---------------|---------------|-----------------------|------------------------|-------------------------|-------------------|---------------------|------------------------|------------------------|------------------------|-----------------------|-----------------------|-------------------------|-----------------------------|--|--|--|
| <i>Tick or highlight the skills below associated with the Task Card completed.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Word Processing Task Card Number <input type="text"/> | Task Bar Tasks | | | | | | | | | | | | Menu Bar Tasks | | | | | | Other | | | | | | | | | | | |
| | Font | Text colour | Font size | Underline | Alignment | Bold | Italic | Document name | Print | Undo & Redo | Insert image | Zoom | Highlight | Bulleted List | Numbered List | Menu - File - Sharing | Menu - File - Emailing | Menu - File - Exporting | Menu - Edit - Cut | Menu - Edit - Paste | Menu - Insert - Tables | Menu - Insert - Footer | Menu - Insert - Header | Menu - Insert - Image | Menu - Format - Image | Menu - Format - Spacing | Menu - Format - Orientation | | | |
| Tick skills used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| bitsbox Tasks | | | | | codeSpark Tasks | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |