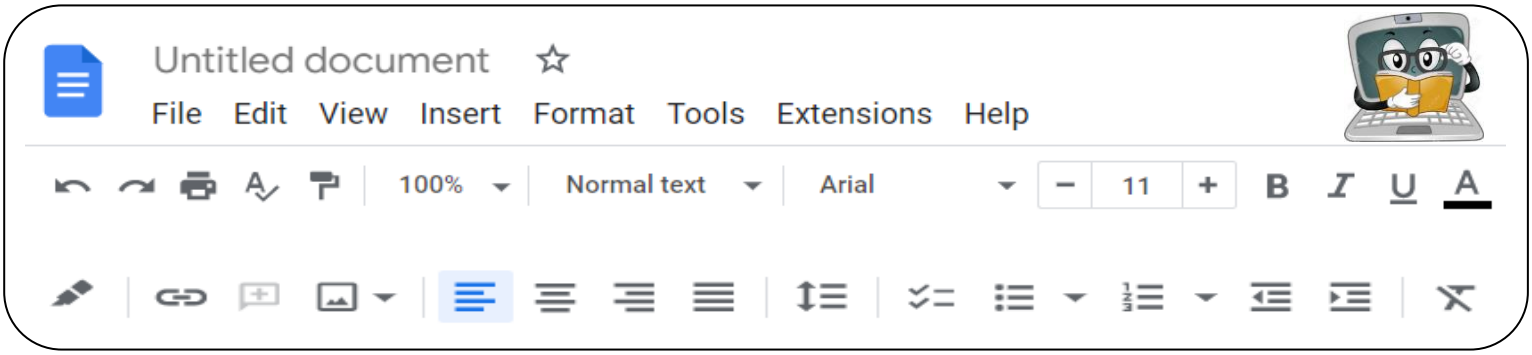
NZ DC Word Processing and Online Skill Cards

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

Task Card 1 Guidesheet



Skills used with this Task Card				
✓ Font Arial	✓ Text Colour A	✓ Font Size − 11 +	Underline U	Alignment
Bold B	Italic I	✓ Document Name Untitled document ☆	Print	Undo & Redo
Insert Image	Zoom 100%	Highlight Colour	Bulleted List	Numbered List

Menu Bar Headings				
File	**Edit**	**Insert**	**Format**	
• Sharing ✓ • Emailing • Exporting	• Cut • Paste	• Tables • Footer • Header • Image	• Format Image • Spacing • Page Orientation *(portrait/landscape)* • Image Format *(or click on the image)*	

✓ **Chromebooks**	✓ **Laptops/Desktops**	✓ **Apple Ipads**
Make sure you are signed in to Google docs before using.	*Using either Google apps or Microsoft Word from the Office Suite.*	*Using OS10 or later and have the Google docs app downloaded.*

Programmes that you can use with these task cards.	✓ **Google Docs** Google Docs	✓ **Microsoft Word**

Sharing your document	✓ **When sharing/emailing, send to:** mrstevensonteacher@gmail.com

Don't forget to sign out of your devices or the programmes used with any of these tasks.

NZ DC Word Processing and Online Skill Cards - Student Tasks

Task 1 - Word Processing Tasks. What do I need to do?

1. Open a new document
2. Give your new document a name to save to your device.
3. Type the following on a new line
   - Name
   - School
   - Age
   - One thing you like to do
   - Todays date
4. Make each line of writing a different
   - Size
   - Font
   - Colour
5. Share your document to me, (using the above email address).

Task 2 - Online Activity Coding Tasks.

Use ONE of the below programmes to do a Coding activity.
Both of these can be done using any of the above devices (Chromebook, Ipad, Laptop).
Don't forget to show me what you have done when you have completed each activity.
The links to both the below websites are also shown on the class page on www.nzkiwiclassroom.weebly.com

Bitsbox coding (Option 1)

Ask me for one of the coding sheets.

Go to the following site: https://bitsbox.com/code

Click on the 'New App' symbol ⟶

Type in the 4 digit code from the sheet.

Then follow the instructions to do the online task.

Hint: Type all the instructions.

codeSpark coding (Option 2)

Ask me for a class code.

Then log on to: https://codespark.com/play/

Then follow the instructions to do the online tasks.