NZ DC Word Processing / Online Skill Cards
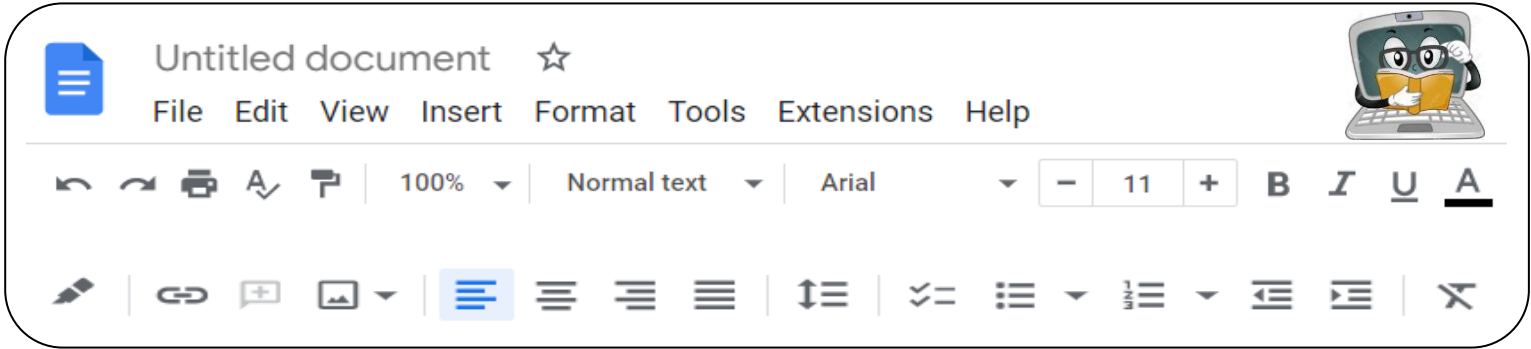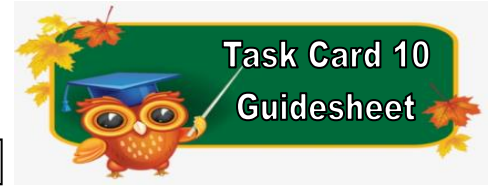
NZ Website: www.therelievingteacher.weebly.com Written: October, 2022.

Untitled document ☆

File   Edit   View   Insert   Format   Tools   Extensions   Help

100%   Normal text   Arial   − 11 +   **B** *I* U A

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

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

Sharing your document	✓ **When sharing/emailing, send to:**

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

Task A *(Revision of Task Card 9)* – Word Processing Tasks. What do I need to do?

✓ *With any tasks below, feel free to use things from the Task Bar menu, such as size, font, highlight, italic, colour etc.*

1. Open the last document you did from Task Card 9, (inserting an image/picture).

2. Choose another picture/image to insert in your document. You are going to insert your new image UNDER the 10 words that you wrote for your last image. Use the icon in the task bar to do this (🖼️▾), not from the menu bar. You can choose the image that you want to insert.

3. Write a title for your new picture under your new image. Use the following with your title:

   ☞ font   ☞ colour   ☞ size   ☞ highlight   ☞ underline   ☞ +1 other

4. Under your new image, write 10 words to do with your image but which are not shown. That is, write words of things that could be related to the image, such as things in the background or off to the side, but which are not actually shown in the image. Do the first five words using the number list, and do the second five words using the bullet list.

5. Align your new image and all the words to the right of the page.

6. Now change your page orientation from landscape to portrait, (menu bar →format→page orientation).

7. Change the date to today's date. You can leave all the other details the same.

8. Ask your teacher whether they want you to print, email, or share your document with them, using the email address as shown above. If you are using Google docs, sharing is usually the easiest way to share.

Task B - Online Activity Coding Tasks.

Use ONE of the below programmes to complete a Coding activity, (individually or paired).
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 the activity.

The links to both the below websites are also shown on the class page on www.nzkiwiclassroom.weebly.com
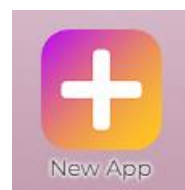
Bitsbox coding (Option 1)

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 <u>all</u> the text shown.

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.