NZ DC Word Processing / Online Skill Cards

Task Card 3 Guidesheet

Untitled document ☆

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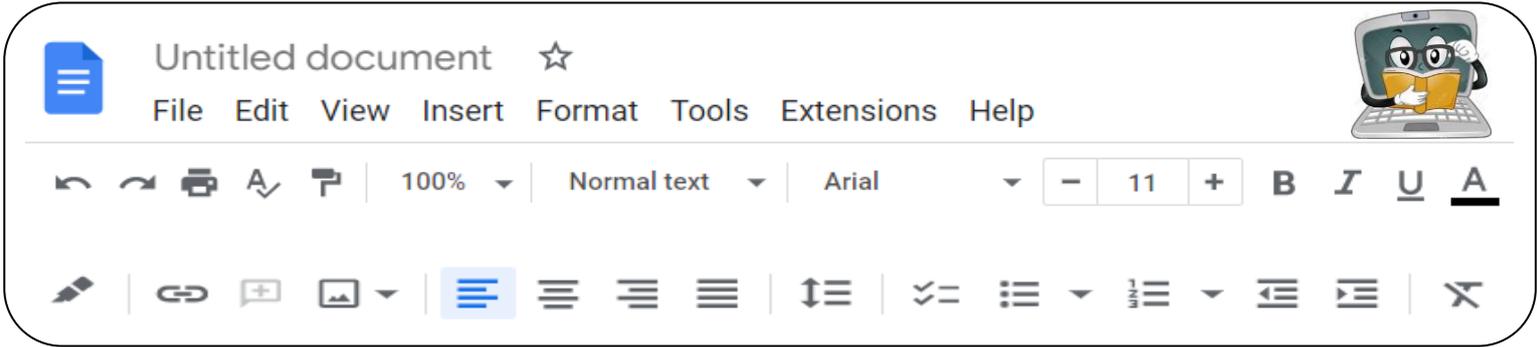
	Skills used with this Task Card			
✓ Font Arial	✓ Text Colour A	✓ Font Size − 11 +	✓ Underline U	✓ Alignment
✓ Bold B	✓ Italic I	✓ Document Name Untitled document ☆	Print	Undo & Redo
Insert Image	Zoom 100%	Highlight Colour	Bulleted List	Numbered List

	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** *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 - 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. Write a couple of sentences of something you have done or enjoyed in the last week. Then…

   - Use a different font.

   - Align the writing to the right.

   - Use at least 3 different colours with some of your text.

4. Now give your writing a heading or title <u>above</u> your sentences. Do the following with your heading…

   - Centre the text (alignment)   - Underline   - Bold   - Italic

   - Increase the size so it's bigger than your sentences.

   - Choose a different colour than you used with your sentences.

5. Put your name and the date on a new line below your work. Feel free to be creative here by using some of the skills that you have been learning.

6. Share your document to me, (using the above email address).

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.
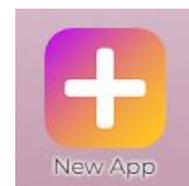
Then follow the instructions to do the online task.   Hint: Type <u>all</u> the text shown.

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.