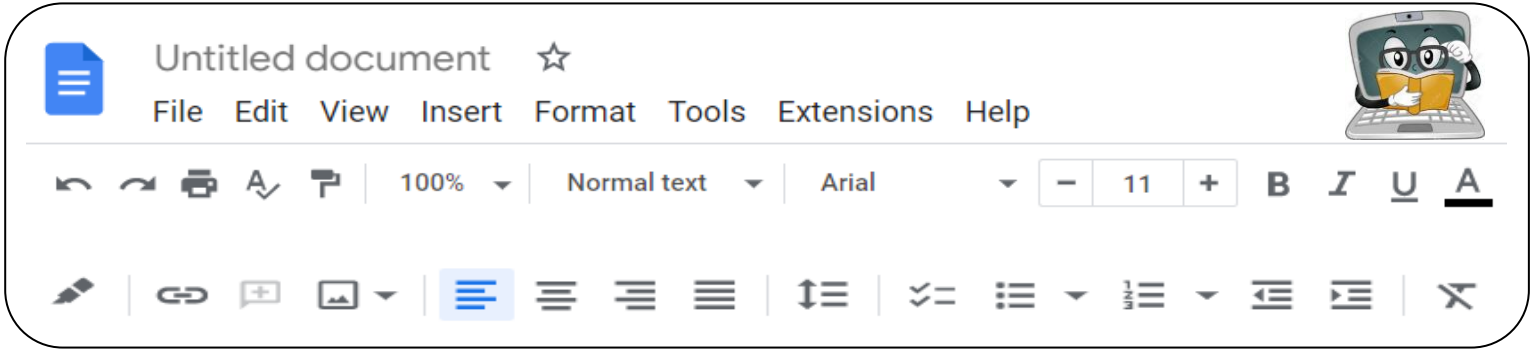
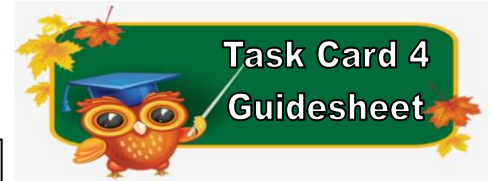




NZ DC Word Processing / Online Skill Cards

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



Skills used with this Task Card

✓ Font Arial	✓ Text Colour <u>A</u>	✓ Font Size - 11 +	✓ Underline <u>U</u>	✓ Alignment
✓ Bold B	✓ Italic <i>I</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
<ul style="list-style-type: none"> • Sharing ✓ • Emailing • Exporting 	<ul style="list-style-type: none"> • Cut • Paste 	<ul style="list-style-type: none"> • Tables • Footer • Header • Image 	<ul style="list-style-type: none"> • Format Image • Spacing • Page Orientation (<i>portrait/landscape</i>) • Image Format (<i>or click on the image</i>)

	<ul style="list-style-type: none"> ✓ Chromebooks <i>Make sure you are signed in to Google docs before using.</i> 	<ul style="list-style-type: none"> ✓ Laptops/Desktops <i>Using either Google apps or Microsoft Word from the Office Suite.</i> 	<ul style="list-style-type: none"> ✓ Apple Ipads <i>Using OS10 or later and you have the Google docs app downloaded.</i>
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Programmes that you can use with these task cards.	<ul style="list-style-type: none"> ✓ Google Docs 	<ul style="list-style-type: none"> ✓ Microsoft Word
--	---	--

Sharing your document	✓ When sharing/emailing, send to:
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Don't forget to sign out of your devices or the programmes used with any of these tasks.

NZ DC Word Processing / Online Skill Cards - Student Tasks

Task Card 4



Task A (revision)- 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 that someone has done for you this week. Then...
 - Use a different font.
 - Align the writing to the left.
 - Use at least 5 different colours with some of your text.
4. Now give your writing a heading or title above your sentences. Do the following with your heading...
 - Align the text to the right.
 - Underline
 - Bold
 - Italic
 - Decrease the size so it's smaller than your sentences.
 - Choose 2 different colours than you used with your sentences.
5. Put your name, your classroom 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)



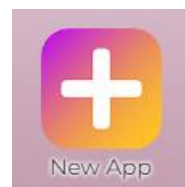
Ask me for one of the coding sheets.

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 all 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.