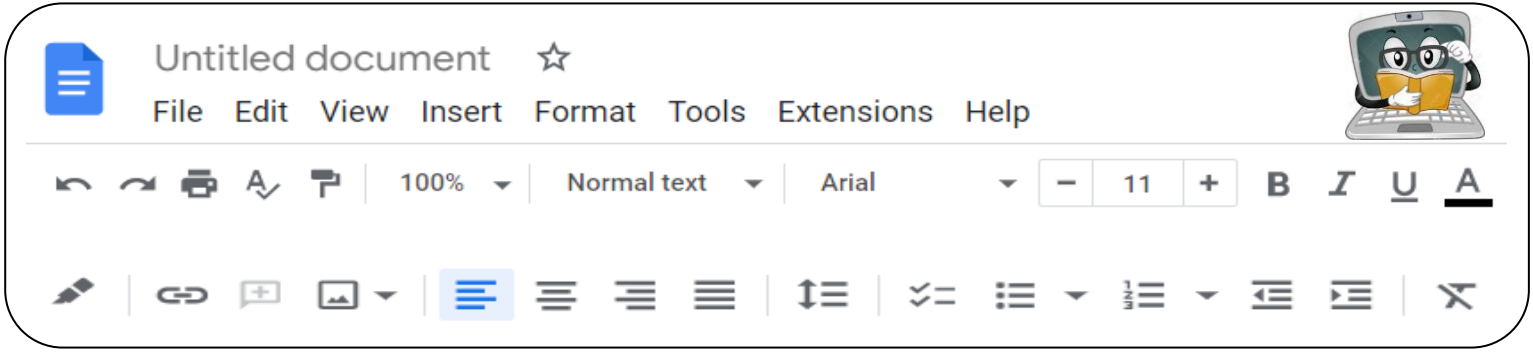
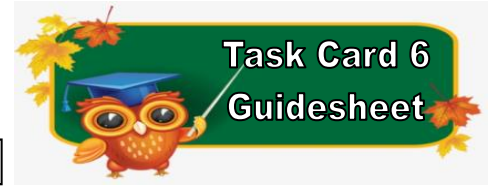




# NZ DC Word Processing / Online Skill Cards

NZ Website: [www.therelievingteacher.weebly.com](http://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>B</b>	✓ Italic <i>I</i>	✓ Document Name Untitled document ☆	Print 	✓ Undo & Redo ↶ ↷
Insert Image 	Zoom 100%	Highlight Colour 	✓ Bulleted List ≡	Numbered List 1 2 3

### Menu Bar Headings

File	Edit	Insert	Format
<ul style="list-style-type: none"> <li>• Sharing ✓</li> <li>• Emailing</li> <li>• Exporting</li> </ul>	<ul style="list-style-type: none"> <li>• Cut</li> <li>• Paste</li> </ul>	<ul style="list-style-type: none"> <li>• Tables</li> <li>• Footer</li> <li>• Header</li> <li>• Image</li> </ul>	<ul style="list-style-type: none"> <li>• Format Image</li> <li>• Spacing</li> <li>• Page Orientation (<i>portrait/landscape</i>)</li> <li>• Image Format (<i>or click on the image</i>)</li> </ul>

	<ul style="list-style-type: none"> <li>✓ <b>Chromebooks</b> <i>Make sure you are signed in to Google docs before using.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Laptops/Desktops</b> <i>Using either Google apps or Microsoft Word from the Office Suite.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Apple Ipads</b> <i>Using OS10 or later and you have the Google docs app downloaded.</i></li> </ul>
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Programmes that you can use with these task cards.	<ul style="list-style-type: none"> <li>✓ <b>Google Docs</b> </li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Microsoft Word</b> </li> </ul>
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Sharing your document	✓ <b>When sharing/emailing, send to:</b>
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**Don't forget to sign out of your devices or the programmes used with any of these tasks.**



### Task A (Revision of Task 5) - 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. By using the below instructions, write a list of 10 things that you would do for staff and children at school if you were the principal for a day.
  - Use different bullets from the Bulleted list beside each of your 10 list points.
  - Align 4 of your lists to the left, 4 to the right, and 2 in the centre of the page.
  - Use all of the following anywhere in your list of 10 points:
    - ☞ Different fonts
    - ☞ Different colours
    - ☞ Different sizes
    - ☞ Underlining
    - ☞ Bold
    - ☞ Italic
4. Write a sentence about how you will start your own mini meeting with the staff to let them know that you will be the Principal for the day. Practice using the Undo and Redo buttons while writing this.
5. Put your name, year level, school, 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 from any of the task cards.
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](http://www.nzkiwiclassroom.weebly.com)

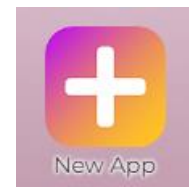


### Bitsbox coding (Option 1)

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.