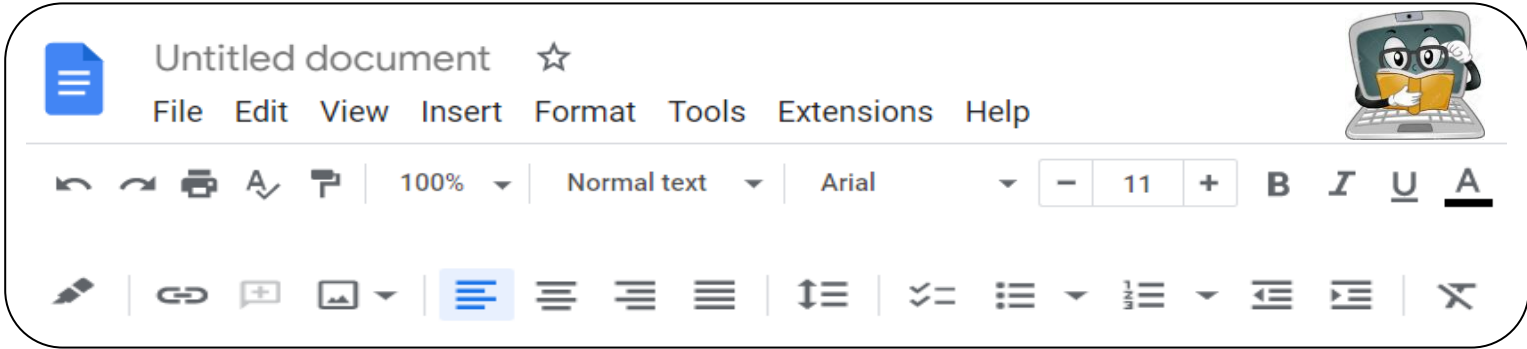




NZ DC Word Processing / Online Skill Cards

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



Skills focused on 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 Make sure you are signed in to Google docs before using. 	<ul style="list-style-type: none"> ✓ Laptops/Desktops Using either Google apps or Microsoft Word from the Office Suite. 	<ul style="list-style-type: none"> ✓ Apple Ipads Using OS10 or later and you have the Google docs app downloaded.
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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
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Sharing your document	<ul style="list-style-type: none"> ✓ 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.



Task A - 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 a new document and name it.
2. By using the below instructions, write a list of 10 things that you enjoy doing. This can be a mix of things at school and away from school.
 - Put these in a numbered list, with your most favourite thing as number 1, the next one as number 2 etc. You must use the 'Numbered list' for your numbers.
 - Align the first 5 points in your list to the left, and the 2nd 5 to the right.
 - Highlight your odd numbered list with one colour and your even numbered list with another colour.
 - Below your lists, write 1 sentence about one of the points in your list, and say why you love doing that.
 - Now using cut and paste, cut your sentence and paste it above your list of 10 points.
3. Practice using the Zoom button, to make your document bigger and smaller. You may like to do this by showing someone what you are doing. Write a note at the bottom of your document, (before you share the document), to say that you have practiced using the Zoom button.
4. 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 any of the skills that you have been learning from any of the task cards.
5. 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)

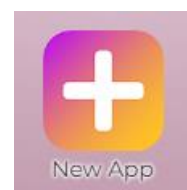
Ask me for one of the coding sheets.

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.