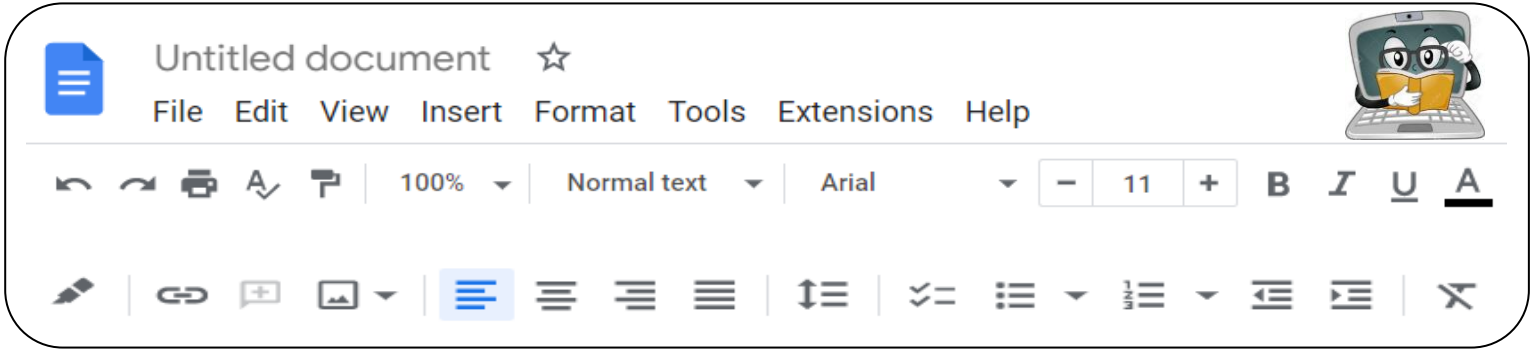




# NZ DC Word Processing / Online Skill Cards

NZ Website: [www.therelievingteacher.weebly.com](http://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>B</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"> <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	<ul style="list-style-type: none"> <li>✓ <b>When sharing/emailing, send to:</b></li> </ul>
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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 7) - 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. Write a list of 10 different places, either in New Zealand, or just in the area that you live.
  - Put these in a numbered list. You could either list them in alphabetical order, by size, location etc.
  - Align the first 5 points in your list to the centre, and the 2<sup>nd</sup> 5 to the right.
  - Highlight your even numbered list with one colour and your odd numbered list with another colour.
  - Below your lists, write 1 sentence of why you listed your list of 10, in that particular order. Then highlight your sentence with a colour.
  - Now using cut and paste, cut your sentence and paste it above your list of 10 points.
3. Practice using the Zoom button. 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. If you can print from your device, print out a copy of this document for your teacher.
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 any 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). You don't need to share the document if you have printed it out for your teacher.

### 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)

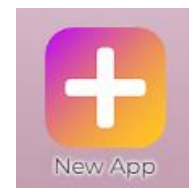


Ask me for one of the coding sheets.



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.