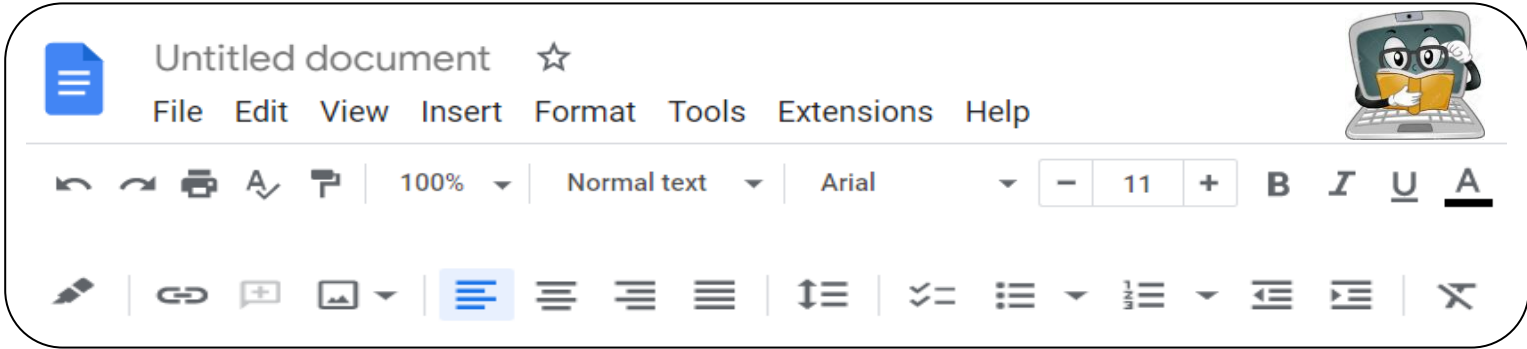
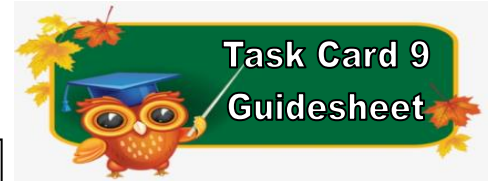




NZ DC Word Processing / Online Skill Cards

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 <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
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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. Create a new document.
2. Give your document a name.
3. Choose a picture/image to insert in your document. Use the icon in the task bar to do this (), not from the menu bar. You can choose the image that you want to insert.
4. Write a title for your picture under your image. Use the following with your title:
font colour size highlight underline +1 other
5. Under your image, write 10 words to do with your image. Do the first five words using the bullet list, and do the second five words using the number list.
6. Align your image and all the words to the centre of the page.
7. Now change your page orientation from portrait to landscape, (menu bar →format→page orientation).
8. 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.
9. Ask your teacher whether they want you to print, email, or share your document with them, using the email address as shown above. If you are using Google docs, sharing is usually the easiest way to share your work.

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

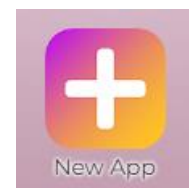
Bitsbox coding (Option 1)



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.