



Homework Activities

This homework must be submitted to your Computing teacher by _____.

Find the Words

There are many ways in which we can present our text when Word Processing. The Tool Bar can be used for this purpose.

- B** This makes your text **BOLD**.
- I* This makes your text *ITALIC*.
- U This UNDERLINES your text.

LEFT ALIGNED	CENTRED	RIGHT ALIGNED	JUSTIFIED
This text is left aligned. This means that the left hand side of the text is lined up in a straight line.	This text is centre. This means that the middle of the text is lined up in a straight line	This text is right aligned. This means that the right hand side of the text is lined up in a straight line.	This text is justified. This means that the left hand and the right hand side of the text is lined up in a straight line

Find the words on the right in the word search below:

A	L	I	G	N	C	E	N	T	R	E	S	C
V	J	A	C	I	O	F	G	E	D	N	S	F
Z	W	A	S	O	M	N	N	D	R	L	E	A
U	N	D	E	R	L	I	N	E	D	A	I	L
D	F	A	S	B	N	U	D	H	L	R	L	I
B	O	L	D	A	N	S	M	A	E	G	A	G
O	N	R	E	S	T	I	L	N	R	E	A	N
R	T	K	I	T	A	L	I	C	S	D	E	L
D	S	L	C	Y	B	O	O	D	L	L	T	E
E	I	L	S	L	L	A	S	D	N	R	O	F
R	Z	E	Y	E	E	A	L	I	F	O	N	T
A	E	L	T	G	S	D	R	E	N	T	L	E
A	L	I	G	N	R	I	G	H	T	A	S	E

- BOLD
- ITALIC
- FONT
- FONT SIZE
- STYLE
- ALIGN CENTRE
- ALIGN LEFT
- ALIGN RIGHT
- ENLARGED
- UNDERLINED
- BORDER
- TABLES
- COLUMNS

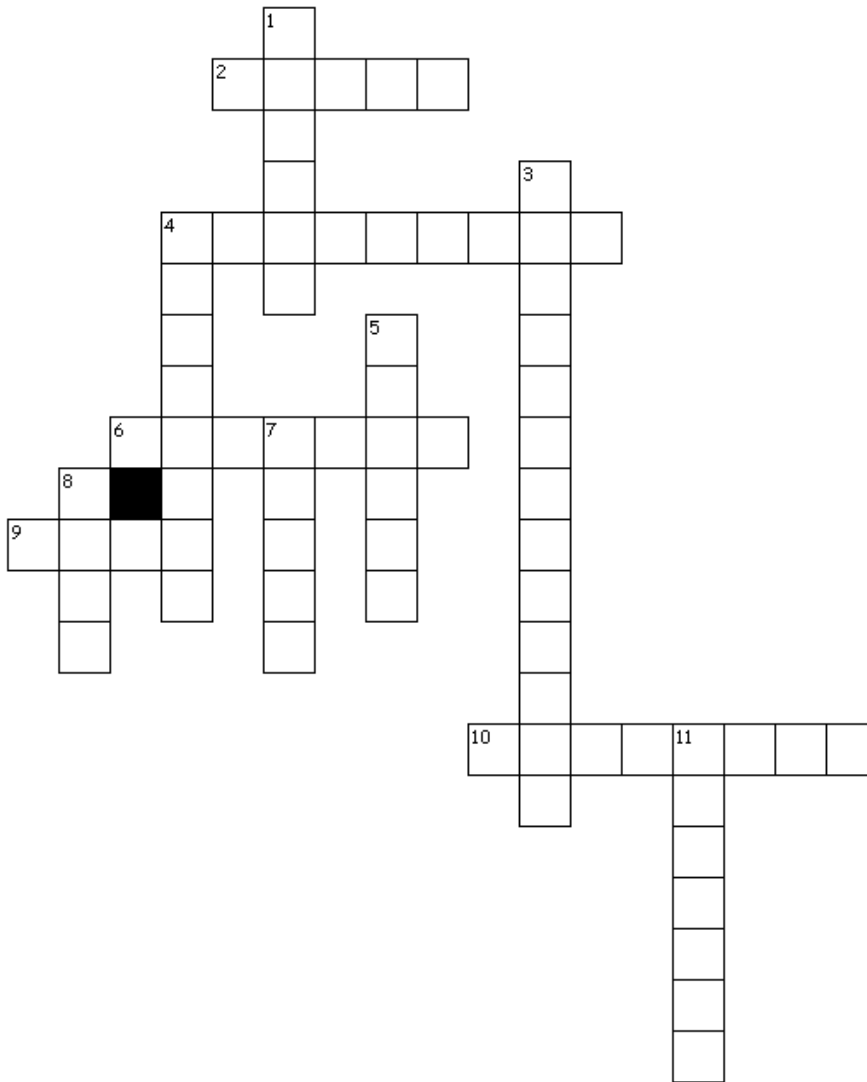
Fill in the Gaps

Fill in the gaps in the sentences using the words below

POINT	FONTS	CUT
IMPORTING	WORD-WRAPPING	CLIPART
SPELL CHECK	JUSTIFICATION	THESAURUS

- A. There are many different styles of text which you can choose from. These are called _____.
- B. The size of the text can be made larger or smaller, this is known as its _____ size.
- C. You can use a built-in dictionary to check whether you have spelt your work correctly. This is known as a _____.
- D. You can look for alternative words in the built-in _____.
- E. You can move text around by using the _____ and paste facility.
- F. Graphics and text from other software can be included in your work by _____ them.
- G. Most word processing packages have a built-in library of pictures which are called _____.
- H. When you get to the end of the line you are typing, the word processor automatically puts the next piece of text onto a new line. This process is called _____.
- I. Your text can be aligned to the left, right, centre or down both sides by adding extra spaces to the text. This is called _____.

Crossword

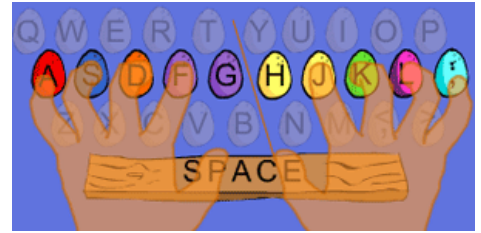


Across	Down
<p>2. The size of the font used</p> <p>4. A built-in tool which allows you to find an alternative word</p> <p>6. A collection of royalty free images</p> <p>9. The name for the text used</p> <p>10. When you reach the end of a line, the next piece of text goes onto a new line. This is called</p>	<p>1. A section at the bottom of your document where you can place your name and the date</p> <p>3. Making your work look neat by aligning it to the right, left, centre or fully</p> <p>4. A feature which allows many documents to be created with the same layout is called a</p> <p>5. The clear space left around the edges of the document</p> <p>7. After cutting something, you usually do this next</p> <p>8. When you wish to highlight a word or section, you can add this effect to the font</p> <p>11. 'What you see is what you get' is often shortened to this term</p>

Touch Typing

Touch Typing is the art of typing fast using the correct fingers on the correct keys and not having to look at the keyboard.

You are going to learn how to touch type by completing four levels of a touch typing course.



To access the course go to the following website:

www.bbc.co.uk/schools/typing

(If you don't have Internet access at home you can use the computer rooms at break and lunchtimes)

There are four levels to complete. Tick the boxes below once you complete each level:

- Level 1
- Level 2
- Level 3
- Level 4

Keep practicing each level until you can complete it really quickly without making mistakes and looking at the keyboard.

Once you have completed Level 4 show a parent or guardian so they can sign below to prove you've done it:

Parent/Guardian signature: