
THE TOPIC I'M LEARNING IN ICT IS...

WORD PROCESSING



ASSESSMENT

We will have a written piece of homework to show our understanding of Word features.

We will also complete an assessment in class where we will demonstrate our Word Processing skills. We will have to:

- Create a professional school newsletter using tables, inserting graphics and formatting appropriately.

WHAT I'M LEARNING IN CLASS...

We are developing our ICT skills and learning to create professional documents using Microsoft Word.

Some of the professionals that will use Word in their jobs are (although there are many more!):

- Journalists
- Teachers and school administration staff
- Marketing Executives

SOME THINGS I COULD DO AT HOME TO PRACTICE ARE...

- ⇒ I can download Office Online for free via my GLOW.
- ⇒ If I have Microsoft Word at home I could create a poster on my favourite band/artist or advertising my favourite TV show.
- ⇒ I can show my parents/guardians examples of some of the documents in our home that will have been created using Word.
- ⇒ I could type up a piece of homework for one of my classes to practice my typing skills.