

MS WORD ACTIVITIES

BOOK 1

UNIT STANDARD 117924



Note:

Please complete All Activities in this Learner Workbook as they form part of Portfolio of Evidence (POE).

As you are doing the activities ensure that you are also improving your typing Skills.

Lesson 1

Formative Assessment 1

1. Add the Date & Time command found on the **Insert Tab, Text group** to appear on the quick access toolbar (once done make sure your instructors checks it).
2. Remove this command from your quick access toolbar.
3. Add three more commands to the quick access toolbar
4. Practice Adding Commands
5. Practice Adding Tabs

Lesson 2 and Lesson 3

Formative Assessment 2

- Type the following document exactly as it is

How To Use The Law Of Attraction

Once we have come to understand the astounding possibilities that life has to offer us, we can also come to realize that we are like artists. We are creating pictures of our intended life and then making choices and taking actions that will realize what we envisaged.

So, what if you don't like the picture?

Change it!

Life is a blank canvas of possibility; you are in control of what the finished picture could look like.

The Law of Attraction really is that simple. No catches. All laws of nature are completely perfect and the Law of Attraction is no exception. No matter what you are looking to have or achieve or be in life, if you can hold onto an idea and see it for yourself in the mind's eye, you can make it yours to have... with some effort on your part.

Instructions

- The heading its underlined, Arial and size 14pt
- Practice selecting your text using different methods learnt from your text book.
- Emphasis the word Law of Attraction in last paragraph using the Italic Format.
- Centre Align the heading Law of attraction and Apply a Heading 1 style
- Save the document in your USB as Formative Assessment 2

Formative Assessment 3

- Open formative Assessment 2
- Save it as a PDF document with the file name Formative Assessment 3
- Then Open the PDF document that you just saved

Formative Assessment 4

Type the following document exactly as it is

Technology has become a part of our everyday lives, and understanding how to function in environments that require the use of computers and the internet is more critical now than ever before. So whether you plan to pursue a career in IT, or simply become more effective with technology, IC3 Digital Literacy certification is the place to start.

The internet and computing Core (IC3) Digital Literacy Certification tests basic computer skills and understanding of the internet to promote success in school, work and life. Genius training is a certipoint authorized testing centre that can help you become digital literate.

Instructions

- Using the drag and drop method copy the first paragraph and past it as the last paragraph
- Delete the Last Paragraph
- Copy the first paragraph so that it appears as the last paragraph as well as the first paragraph
- Cut the second paragraph so that it appears as the first paragraph
- Save it as Formative Assessment 4.
- Open a Blank New Document without Closing Formative Assessment 4
- Copy all the information in Formative assessment 4 and Paste it in the New Document.
- Save the new document as Formative Assessment 4.1

Formative Assessment 5

Type the follow text

Use copy to duplicate the text

Practice copy and Paste using keyboard shortcut key's and drag and drop method

Genius Training Africa we train students in business and computer courses.

Genius Training Africa we train students in business and computer courses.

Genius Training Africa we train students in business and computer courses.

Genius Training Africa we train students in business and computer courses.

Genius Training Africa we train students in business and computer courses.

Lesson 4 and Lesson 5

Formative Assessment 6

1. Open formative assessment 4 and Formative Assessment 5 then compare these two documents side by side.
2. Copy the text “Genius Training Africa we train students in business and computer courses” from formative assessment 5 and past it in Formative Assessment 4 as the last sentence.
3. Save Formative Assessment 4 as Formative assessment 6 and close formative Assessment 5 without saving it.

Page | 4

Formative Assessment 7

Type the following document

IC3 Digital Literacy

Technology has become a part of our everyday lives, and understanding how to function in environments that require the use of computers and the internet is more critical now than ever before. So whether you plan to pursue a career in IT, or simply become more effective with technology, IC3 Digital Literacy certification is the place to start.

The internet and computing Core (IC3) Digital Literacy Certification tests basic computer skills and understanding of the internet to promote success in school, work and life. Genius training is a certipoint authorized testing centre that can help you become digital literate.

Instructions

- Heading: font Times New Roman, font-size 15pt, underlined.
- First paragraph: font-colour blue, accent 5, lighter 40%, font Tahoma, font-size 11pt.
- Using the format painter copy the formats from the first paragraph to the second paragraph.
- Insert the date and time using the System at the bottom of the document.

Formative Assessment 8

Type the following document exactly as it is

APPRECIATION!

Thank you that my legacy is still alive in our communities and in your hearts. "I have strived and devoted my life to every citizen; I have done my utmost best in devotion and dedication to every citizen, and will never cease to do so, immaterial of race, colour, culture, religion, tradition and never stop doing good, forgiveness was my way of living. God the Almighty created us all, to live in peace and harmony and that our beautiful country of milk and honey will be prosper and that we will be positive and encourage our fellowmen.

Page | 5

ALL CITIZEN OF SOUTH AFRICA WILL BENEFIT THE NATIONAL UPLIFTMENT PROJECT FOR SOUTH AFRICA AND THE WORLD; IT IS OUR DESIRE TO ALSO ASSIST OTHER AFRICAN AND OTHER COUNTRIES IN THIS CRISIS SITUATION, WHERE PEOPLE ARE DYING OF STRAVATION, ALSO IN SOUTH AFRICA.

WHAT IS MY TASK?

Do I have a task to fulfil, what can I do? Let us pray, believe and not doubt, let us love in action and in truth and never stop doing good – get involved. What can I do for the thousands who are in dire need, without homes, unemployed and without food? Do I really realize what the consequences have on the situation? Certainty, I cannot make a difference only by myself but do I realize that, by making a donation of a few Rand per month, R5 or more or as much as felt lead, to an institution that started this project under orders of a vision, and is in full control and who registered a trust The Ermardu Gibraltar Trust, IT 5040/99 with the Master of the High Court, and whose trustees, fulltime independent auditors and personnel have been authorized by the Department of Trade and Industry [renewed on 6th March, 2018] to ensure that no self-enrichment, no discrimination or benefitting, one above the other, will take place.

INTRUCTIONS

- **Heading:** Change to bold, font size 14pt, Calibri text.
- Cut and Paste the first paragraph so that it appears as the last paragraph.
- Copy the second paragraph and past it as the last paragraph choose keep text only as your past option
- Copy the heading Appreciation using drag and drop method to the end of the document
- (All citizen of...) in Blue, Bold the text, font size 11pt.
- Change the case to sentence case for the first paragraph ("All citizens....")
- Text -Highlight the words "God almighty created us all" in the first paragraph
- Apply a paragraph boarder to the first paragraph by having different board styles.
- Apply an art page boarder of your choice.
- Delete the fourth paragraph that you just copied
- Save Assessment as 1.2

Lesson 6 and Lesson 7

Formative Assessment 9

- Open Ms Word 2016 and use a template of your choice
- Format this template to your own choice
- Save the document formative assessment 9

Formative Assessment 10

Type the following document exactly as it is

Genius Training Africa offers the following international courses

- Microsoft office specialist (MOS)
- IC3 GS6 digital Literacy certification
- Web Design specialist
- Graphic Design
- App Development

With these courses our students are able to stand out from the crowd.

Instructions

- Change the bullets applied above to number bullets
- Change the bullets applied to a symbol bullet of your choice, color red, and size
- Remove the bullets and then Undo.
- Save the document as formative assessment 10.

Formative Assessment 11

Type the following document exactly as it is

Before you start your business, you need to answer the following three questions

What are you selling?

Who's going to buy?

Why are they going to buy.

Instructions

- Apply a picture bullet to the text what are you selling up to why are they going to buy
- Save the document as Formative Assessment 11

Formative Assessment 12


Type the following document

- ❖ Sporting Equipment
 - Baseball
 - Baseball glove
 - Baseballs
 - Bats
 - Basketball
 - Basketballs
 - Golf
 - Golf clubs
 - Golf balls
- ❖ Miscellaneous Equipment
 - Pool
 - Pool float (small)
 - Pool float (medium)
 - Water volleyball kit
 - Other
 - Hula hoops
 - Horseshoes
 - Sidewalk chalk

Below are some of our students

1. Peter
2. John
3. Merry
0. Mike
1. Nyondo
2. Kholofelo
3. James

Characteristic of a good leader

- Vision
-  Humility
- Love
- Always motivated
- Trustworthy

Instructions

Save the document as Formative assessment 12

Lesson 8 and Lesson 9

Formative Assessment 13

- Open formative assessment 5
- Remove space after paragraph
- Open the paragraph dialogue box and change before and after to 10
- Save the document as Formative Assessment 13

Formative Assessment 14

- Open formative Assessment 7
- Change the page orientation of this document to landscape
- Change the size of the document to A4 and margins to narrow

Formative Assessment 15

- Open formative assessment 8
- Place your cursor before the heading
- Insert a next page break
- Go to page one and type in a title of your choice
- Format the cover page.

Lesson 10 and Lesson 11

Formative Assessment 16

- Open formative assessment 15
- Insert a header and footer
- On the header type in your name and surname
- On the footer insert a page number should be bold, italic and centre aligned
- Using the system insert the date on your header.
- Save document as formative Assessment 17

Formative Assessment 17

Type Your CV following the template below, make sure you use your own styles.

Start Inserting a Cover page of your choice and format it to your own choice

Complete the CV as required.

Curriculum vitia of Peter Banda

Personal Details

Name	:	Peter
Surname	:	Banda
Age	:	30
Gender	:	Male

Education

Highest education	:	Grade 12
Subjects	:	English, Mathematics and Accounting

Instruction

- Save the document as Formative Assessment 17

Formative Assessment 18

Type the following document and save it as assessment 18

Name: _____ Surname: _____

Course _____ Date to start _____

Notes _____

Employee	Salary	Work time
Mike	R2500.56	8:00-4:00pm
John	R300.00	7:00-10:00am
Peter	R20.00	7:00-7:20am

Formative Assessment 19

Type the following document as save it as assessment 19

Nelson Mandela's Speech After Voting in South Africa

This is for all South Africans and unforgettable occasion. It is the realization of hopes and dreams that we have cherished over decades. The dreams of a South Africa which represent, it's all South Africans. It is the beginning of a new era. We have move from an era of pessimism, division, limited opportunities, turmoil and conflict.

We are starting a new era of hope, reconciliation and nation building. We sincerely hope that by the mere casting of a vote the results will give hope to all South Africans realize this is our country. We are one nation.

Our message is that the basic needs of the masses of the people must be addressed: the creations of jobs, of houses, the introduction of electricity, building of school and hospitals, providing free, compulsory quality education, running water, paved roads. These are our priorities.

But we are also concerned about the minorities in this country especially the white minority. We are concerned about giving confidence and security to those who are worried that by these changes they are now going to be in a disadvantages position. I again repeat that I have, throughout my life, as In pointed out at the Rivonia trail:

"I have fought very firmly against white domination.
I have fought very firmly against black domination".

"I cherish the idea of a new South Africa where all South Africans are equal and work together to bring about security, peace and democracy in our country. I sincerely hope that the mass media will use its powerful position to ensure that democracy is installed in this country."

And I thank you.

Lesson 12

Formative Assessment 19

- Open formative assessment 19
- Select the text South African in the first paragraph and insert an **endnote** with the text “South Africa found in Africa”
- Select the text our message in the second paragraph and insert a **footnote** with the text “Words from Nelson Mandela”.

Formative Assessment 20

- Using Shapes Draw a House
- Symbols should also be included.
- Make Sure the page its Landscape

Formative Assessment 21

Create a Marketing Plan

- Insert a Cover Page should include the title “Marketing Plan” also include the year of the marketing plan.
- Insert two new pages
- Go to the last page and insert the following heading
 - Goals and Objectives
 - SWOT analysis and Competitor Analysis
 - Target Market
 - Marketing Mix
- Highlight the text in the last page and apply heading 1 to the text.
- In Page two insert a Table of content.
- Add Page Borders to your Documents
- Add Page Numbers to your document
- Save the document As Formative Assessment 21

Knowledge questionnaire

SO1, AC1

1. Why would you want to view documents side by side?

_____ Page | 12

_____ (3)

2. How do you apply a broader to a paragraph? **SO2, AC1**

_____ (3)

3. Give the Steps to apply shading to a paragraph? **SO2 AC2**

_____ (3)

4. How do you insert the current date and time using MS Word? **SO2 AC3**

_____ (3)

5. Draw a symbol of the following Tabs **SO3 AC1**

Left _____
Right _____
Center _____
Decimal _____ (4)

6. How do you insert a symbol bullet to your text? **SO3 AC3**

_____ (4)

7. What is the difference between numbered text and outline numbered text? **SO3 AC5**

_____ (4)

8. How would you apply a page boarder to your document? **SO3 AC8**

(3)

9. How would you change paragraph spacing in your document? **SO3 AC9**

(3)

10. Give the two types of page orientation **SO4 AC1**

(2)

11. How would you change your page size to A4? **SO4 AC1**

(3)

12. How would you change your ruler from inches to centimeters?

(4)

13. What is a page break? **SO4 AC3**

(2)

14. What is a template? **SO5 AC1**

(2)

15. What is the difference between a header and footer? **SO5 AC2 and AC3**

(2)

16. What is a footnote

(1)

17. What is the difference between Save and Save As

(2)

18. How would you save your document as a PDF?

(3)

19. What is the file extension of a document template?

(1)

Checklist
Student Feed Back

Using the following checklist if you have understood MS Word Book 1

Note: Be Honest with yourself

Lesson	<i>I Understand</i>	<i>Need More Help</i>
Opening MS Word 2016		
Closing MS Word		
Parts of the Windows *Tabs *Ribbon *Ruler *Status Bar *QuickAccess Toolbar		
Saving a Document (SAVE & Save AS		
Saving the document in different Format (Such as PDF)		
Insert Bullets		
Insert Borders (Page Borders and Paragraph Borders)		
Comparing two documents at once		
Applying Shading		
Tab		
Inserting Pages		
Formatting text including Bold,Italic,Underline,		
Copy, Cut and Paste		
Format Painter		
Inserting the Date and Time using the System		
Using the Find & Replace		
Deleting Text		
Working with Templates		
Inserting the Ruler and its configurations		
Working with Indents		
Paragraph Spacing		
Protecting you Document		
Inserting a Cover Page		
Inserting a Table of content		
Working with Header and Footer		
Inserting Page Numbers		
Working with Word Art, Shapes, Pictures		