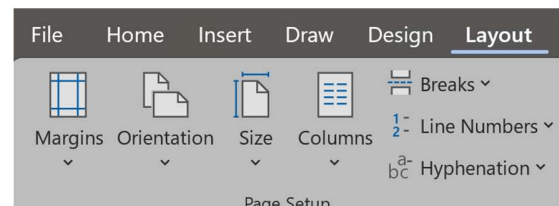


Worksheet – ICT Poster Digital Well-being

1. Sit comfortably and log onto the computer.
2. Open Microsoft Word.
3. Change the page orientation to Landscape. (Layout → Orientation → Landscape)



4. Type your name at the top and press ENTER twice.

5. Type this short paragraph:

Digital well-being means using technology in a healthy and balanced way.

6. Save the document as: **Your Name Digital Well-being**

7. Minimise Word and open a web browser.

8. Research safely and answer these questions:

- Why is taking screen breaks important?
- How can too much screen time affect health?
- What activities can improve digital balance?



9. Return to your Word document.

10. Add your answers under the paragraph (3–5 key points in your own words).

11. Apply formatting:

- Add a TITLE at the top (in capital letters).
- Centre the title and make it bold.
- Change key points into bullet points.
- Add a page border (Design → Page Borders → Choose style → OK).
- Change background colour (Design → Page Colour → Choose light colour).
- Insert one relevant image about digital well-being.
- Make sure the poster fits on ONE page.

12. Save as: Your Name Digital Well-being Final

13. Email your finished document to your tutor.

14. Print one copy.