

# Worksheet – Typing and Formatting Practice

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## Topic: History of Transport

### Part 1 – Typing Task

Open Microsoft Word.

Type the text below exactly as you see it.

The text contains mistakes. You must correct them as you type.

#### Text to Type

The history of transport

Transport has changd a lot over time. In the past, people traveld on foot or used animals like horses.

Early transport

Many years ago, people used carts and carriges. These were pulled by horeses. Travel was slow and not always safe.

Modern transport

Today we have cars, buses, trains and aeroplanes. These make travel faster and more comfotable. People can now travell long distances in a short time.

Types of transport

Cars

Buses

Trains

Aeroplanes

Bicycles



## Your Tasks

1. Correct all spelling mistakes.
2. Format the title (bold, centre, size 18–20).
3. Format the subheadings (bold and slightly larger).
4. Convert the list into bullet points.
5. Make each paragraph a different colour.
6. Insert an image by searching: history of transport.

## Part 2 – Research and Screenshot Task

Search for: "old and modern transport comparison".

Find a useful image or information and take a screenshot.

## Save and Submit

Save your work as: Transport\_Practice\_YourName.docx

Send your Word document and screenshot to your tutor.

