

Worksheet – Hardware and Software (Formatting Recap)

Task 1 – Open Word

1. Click **Start** → **Word**.

Task 2 – Type Your Name

1. Type your **full name**.
 2. Press **Enter** twice to leave a space.
-

Task 3 – Add a Title

Type this title:

Hardware and Software

Press **Enter** once.

Task 4 – Type a List of Hardware Devices

Type each word on a new line:

keyboard
mouse
monitor
printer
speakers
USB stick
tablet
mobile phone

Extra: Add two more examples of hardware you use.

Task 5 – Type a List of Software Applications

Press **Enter twice**, then type:

Microsoft Word
Excel
Google Chrome
Zoom
Paint
Teams
PowerPoint

Extra: Add apps you use on your phone (e.g. WhatsApp, YouTube).

Task 6 – Formatting (Do This Last)

- Highlight the **title** → make it **Bold** and **Centre Aligned**.
 - Highlight the **hardware list** → change the **font colour**.
 - Highlight the **software list** → change the **font size**.
 - Use **Left Alignment** for both lists.
-

Task 7 – Save Your Work

1. Click **File** → **Save As** → **Documents**.
 2. Type the file name: **HardwareSoftware_[Your Name]**.
 3. Click **Save**
- Add today's date at the bottom.
 - Add a **page border** (Design → Page Borders → Box → OK).
-

Reflection

1. Today I learned how to _____
 2. The easiest part was _____
-



