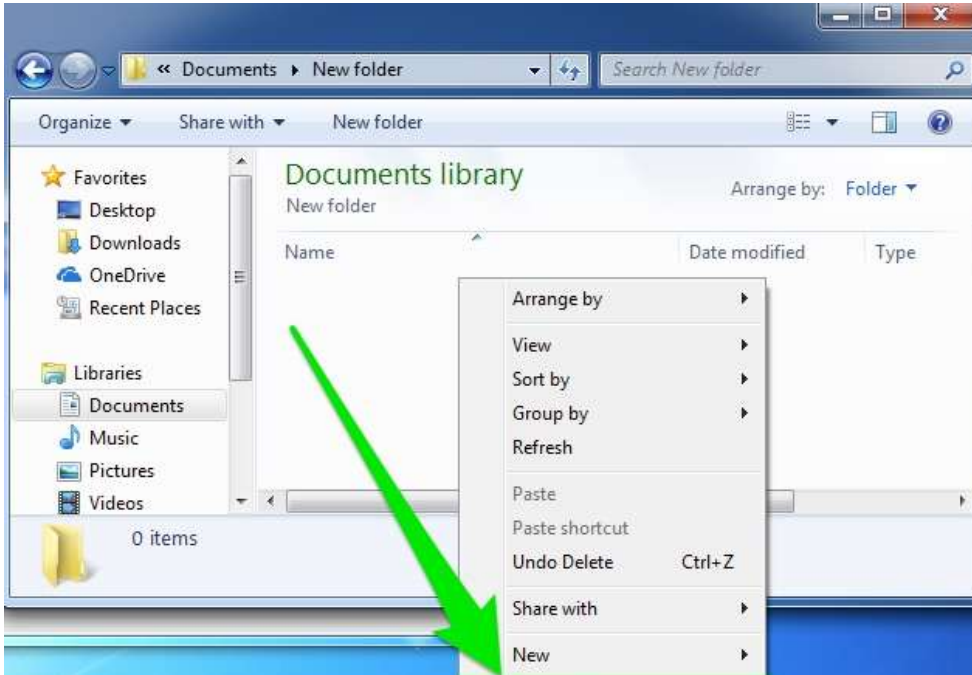


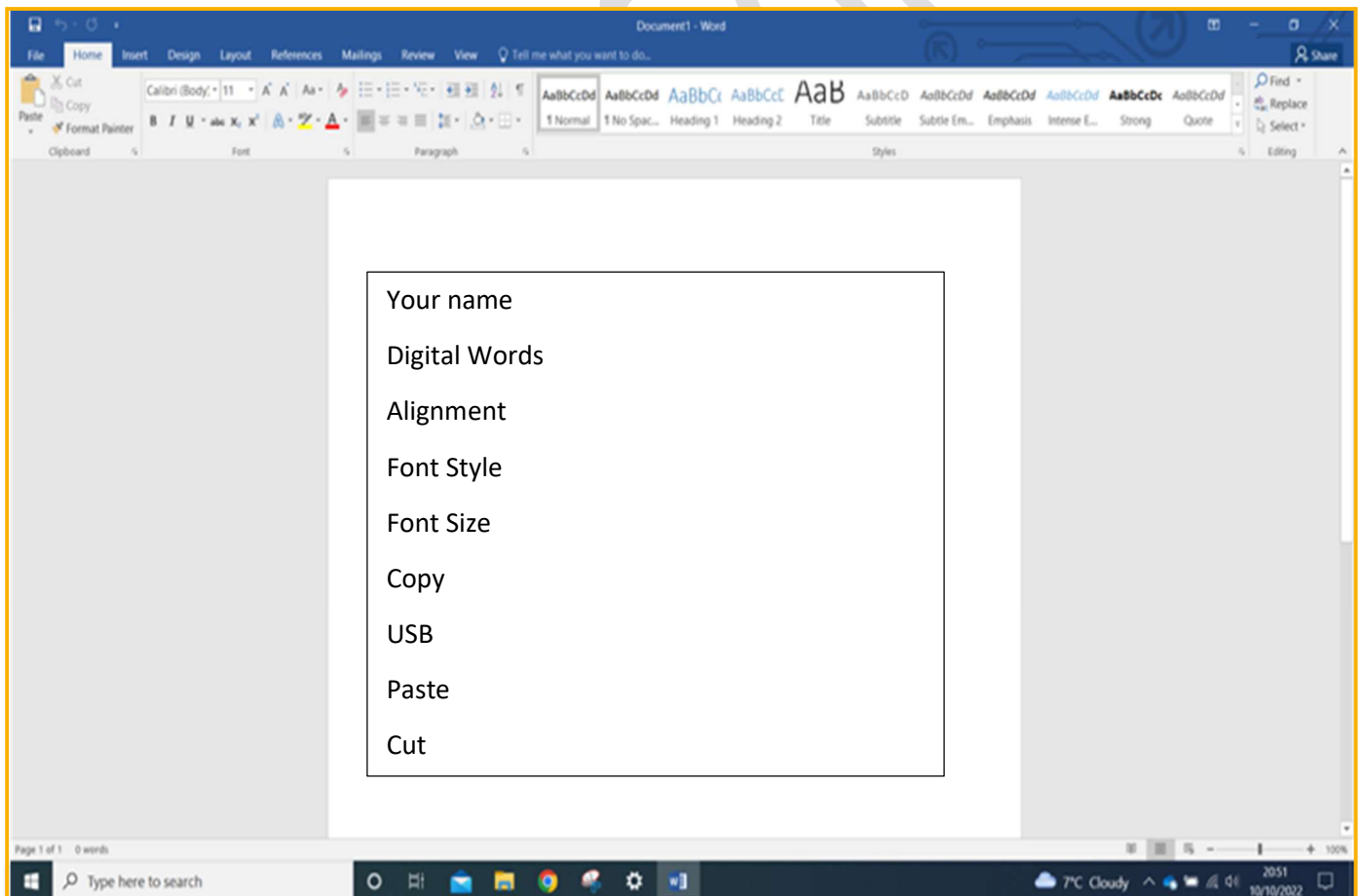


Exercise_1

1. Create a new folder called **Today's Date**



2. Open word
3. Type your name and date and press enter twice
4. Type the following

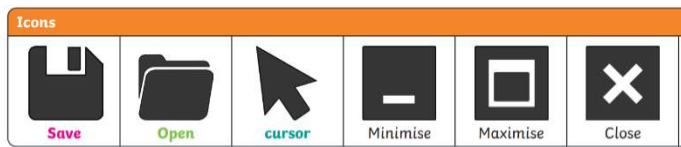


5. save the file **as today's date_ex1**

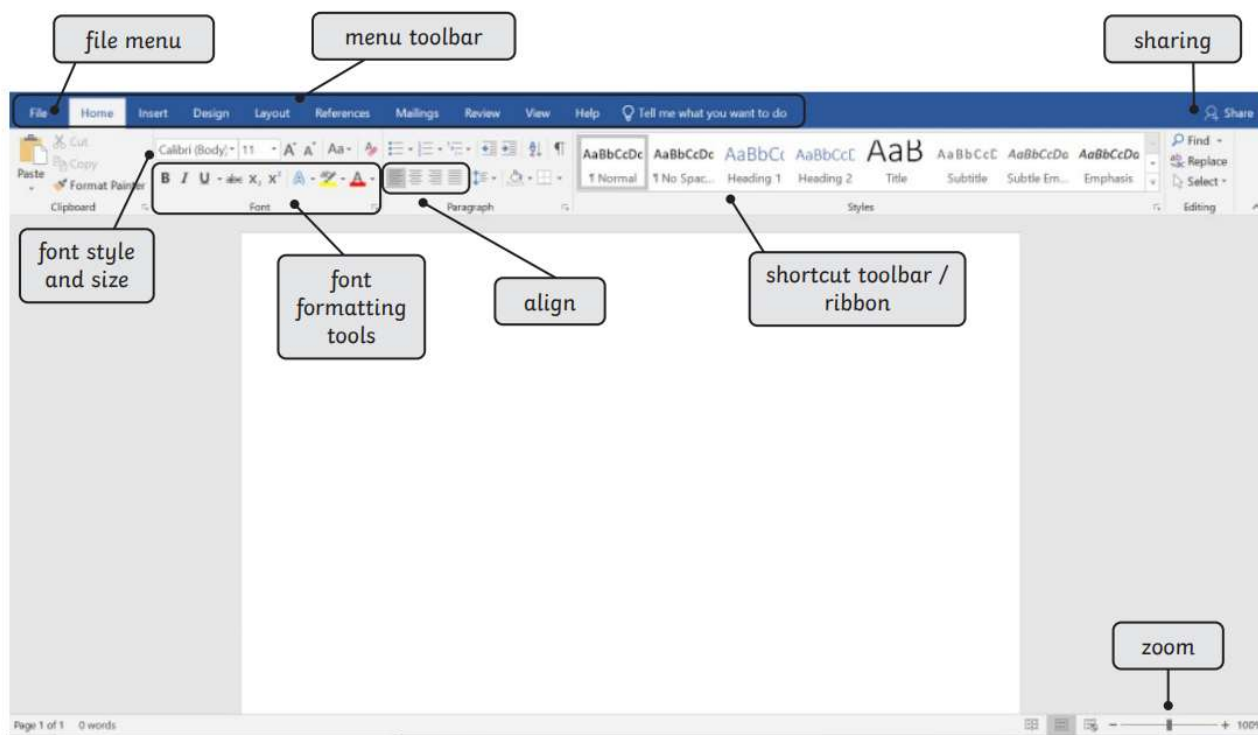
- 6 close the file



Close



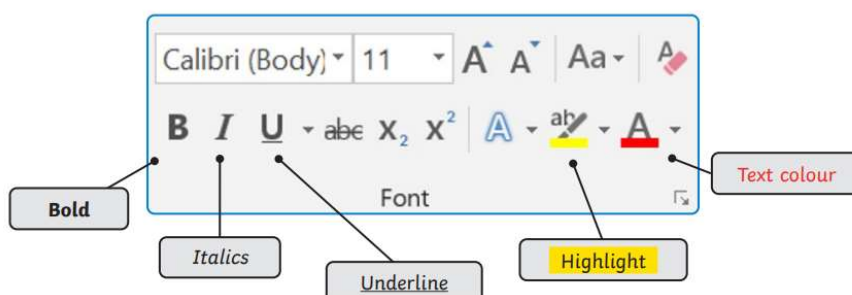
8. Open the file called as todays date ex1



9Recap - Make the following changes

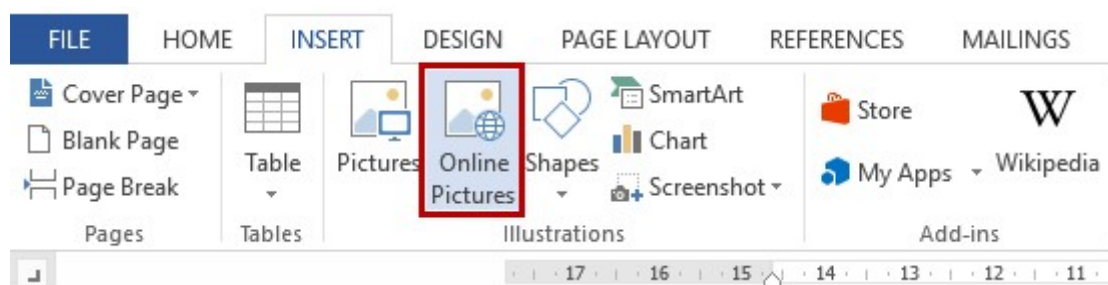
	Alignment	Size	Colour	Font	Font Style
Digital Words	Centre	48	Red	Bold and Underline	ALGERIAN
Alignment	Left	32	Green	italics	Arial
Font Style	Right	34	Blue	underline	Comic Sans
Font Size	centre	32	any	Bold	Bookman
Copy	right	34	any	Itlaics	Garamond
USB	left	32	any	Underline	STENCIL
Paste	right	34	any	Bold	chiller
Cut	centre	32	any	italics	any

10. Save the changes





11. Recap - Insert an image of a computer



12. Can you make this into a poster?

Note: Posters should have text that is large enough to be visible if displayed on a wall.

Note: formatting is used to enhance a document and too much formatting can hinder its purpose

13. Send an ***informal email*** to your tutor and **cc** your ALS too. The subject of the email should be **Today's Date Exercise One**.

How to Send an Email Help Sheet

When you send an email, here are the steps you need to follow. Before you begin:

- Do you know the person's email address?
 Do you know the person you are sending an email to?
 Have you opened a new blank email?

To: 1. Type the email address of the person you would like to email here.

From: 2. Your email address should show here.

Subject: 3. Type the title of your email here. This is a summary of what the email is about.

Send

Attach 

4. Type your email message here.

5. Click the **Attach** button to add a document or an image to your email.

If you receive an email that upsets you:

STOP - Stop what you are doing. Do not open any attachments or reply to the email.

CLOSE - Close the laptop; put your phone or tablet down.

TELL - Tell a trusted adult.

6. Click the **Send** button to send your email to the person. Remember to check your email before you send it.