

ICT Class 3
Keyboard Third Edition (Book 3)

Week 7		
Date	Day	Task
09.05.20	Saturday	<p>Fill in the blanks:</p> <ul style="list-style-type: none">• _____ group of the view tab in the paint program has the full screen view option.• _____ command gives you the larger view of your selected part of the drawing.• To see a smaller view, first click the View tab. Then in the Zoom group, click _____.• To view the actual size of the picture, click the View tab and in the Zoom group, click _____.• The short cut keys of Resize and Skew dialog box are _____. <p>Question: What tool will you use to duplicate the image of a kite you have drawn? Outline the steps you will take to do so.</p>
Week 8		
16.05.20	Saturday	<p>Fill in the blanks:</p> <ul style="list-style-type: none">• _____ is the most popular word processing program that helps us to

		<p>create a text document.</p> <ul style="list-style-type: none"> • To start MS Word first we click on _____ button then all programs, then Microsoft office, then MS Word. • _____ tab helps us to open a new document. • You can also find the save button on the _____ toolbar. • To change the font size and colour click on the _____ tab. <p>Question: Write down the steps to save a document.</p>
Week 9		
23.05.20	Saturday	<p>Fill in the blanks:</p> <ul style="list-style-type: none"> • Quick Access toolbar is located on the top left side of the _____ bar. • The _____ is displayed just below the title bar and it contains all the tools to do work. • Status bar is located at the _____ of MS Word window. • A document is created in the _____. • To the right of the title bar, you can see _____ buttons: Minimize, Maximize and Close. <p>Question: Draw and label the parts of MS Word Window.</p>

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