

A typical morning – computer project



Name _____ Date _____

Don't be afraid to ask for help!!!

1. Open a Word file on your computer.
2. Click on 'File', scroll down to 'Save As ...' and click on that.
3. Type in the name of the file: YETUNDE'S MORNING.
4. Go up to the 'Save In' box and choose 'Desktop'.
5. Save the file on your desktop by clicking 'Save'.
6. In the file: type the title in capitals: YETUNDE'S MORNING.
7. Set the font as Arial and the font size as 14.

Then copy this story. Check that you are being accurate as you go along.

Yetunde wakes up at 6 every morning. She gets up at 6.15 and has a shower and some breakfast. If the twins are awake she goes into their room and chats to them before she leaves for work. She works in an office at the hospital and has to be there at 7.30.

When she gets to work she checks her emails and answers any urgent ones. Then she gets herself a drink and opens any letters that have arrived. Her colleague Ash arrives at 8 and they plan what they have to do that day.

8. When you have typed the story out, ask a fellow student to check it through. Make any corrections that are needed.
9. Save the file and close it.

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10. In the box below, write 100 words about what you do on a typical morning.

11. Get a fellow student or your tutor to read through what you have written and make suggestions for changes if they are necessary.

12. Open a new file on the computer. You could call it 'My Morning' or something like that.

13. Type out your story. When you have finished, save it.

14. Get a fellow student to check through your work. Make any corrections that are needed.