**Name: Date:**

* Make sure you are sitting comfortably and your computer is set up correctly before you start.
* Read the questions carefully.
* If you do not understand what you have to do, ask your teacher.
* Your teacher will tell you where to find the documents that you need.
* Check your work.
* Save your work when instructed.
* Print your work when instructed.

**Introduction**

You will find and open an email from your teacher.

Your teacher wants your help to finish a document. It is about spotting plants in the pavement.

You will also check the article to make sure it is correct.

**Task 1**

1. Use a password to log on to the computer.
2. Log on to your email.
3. Find the email from your teacher called **Plants**.
4. Open the email.
5. Write down the names of the plants from the email:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Write here the password from the email.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Download the attachment from the email.
**You can ask for help with this.**
2. Save the downloaded file into your folder.

**Task 2**

You will work on an article about plants in the pavement.

**a.** Open the **Pavement plants** file, using the password.

**b.** Check the article and correct any errors. The article should say:

**Open your eyes to pavement plants**

**Jane goes for a walk every day. She looks for plants in the pavement.**

**She writes the plant names next to them. She hopes people will start to spot them.**

d.From the **Images** file copy the picture of the lady with plants.

e. Centre the image.

f.Type the names of the plants in the box.

e.Move the title in the centre.

f. Make the document clear and easy to read, by using:

* Bold
* Italic
* Underline
* Different size font

g. Check if the document looks good and fits on one page.

h.Save and print the file.

i. Close the document.