Task 1: Writing About Winter Holidays (10 minutes)

Instructions:

1. Open a new Word document.

2. Write a short paragraph (3-4 sentences) about your favorite winter holiday activities.

3. Mention a heading and align it in center.

4. Use the formatting features like as follows;

- Font colour,
- Font size-15
- Font style- Lucidia Calligraphy

5. Add at least two headings in your document.

   Steps for adding a Heading style:

• Select the text you want to make a heading.

• Go to the Home tab.

• In the Styles group, choose Heading 1.

A sample-

During the winter holidays in Qatar, I enjoyed the cool weather, which made it perfect for outdoor activities. I visited the Doha Corniche to breathe in the fresh air and enjoy the amazing views of the city. I also went on dune-bashing trips in the desert and took peaceful camel rides along the beach. There were many events and festivals where I experienced Qatari culture and music. Whether I was exploring the desert or shopping at the mall, I had a great time during the winter holidays in Qatar.

Term II
Session 24-25

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Task 2 Switching Between Word Views (5 minutes)

a) Print Layout View

• Switch to the Print Layout view (Go to the View tab > Print Layout).

• Task: Ensure your paragraph looks the way it would appear when printed. Try adding some basic formatting (e.g., bold or italics).

b) Web Layout View

• Switch to Web Layout (Go to the View tab > Web Layout).

• Task: Check how your document appears as a webpage. Does it look different from Print Layout?

c) Read Mode View

• Switch to Read Mode (Go to the View tab > Read Mode).

• Task: Read your paragraph in this mode without the distraction of editing tools.

Task 3: Using the Zoom Tool (5 minutes)

Instructions:

1. Use the Zoom tool in the bottom-right corner of Word to adjust the zoom level.

2. Task: Zoom in to make the text larger, and then zoom out to see the entire page.

Task 4: Navigating Your Document (5 minutes)

Instructions:

1. Open the Navigation Pane (Go to the View tab > Navigation Pane).

2. Task: Use the Navigation Pane to jump between your headings.

Extension Task (5 minutes)

Instructions

1. Add a Table of Contents using the References tab-Select Table of content-Click on the dropdown menu and select the built in table of content.

2. Task: Once the table of contents is created, use the Navigation Pane to quickly jump to different sections.

Rubric for MS Word				
	1	2	3	Total
Able to use formatting feature				
Able to use view feature				
Able to apply heading style				
Able to use zoom and navigation tool				
Key:1. Needs more opportunity to develop this skill. 2.Beginning to demonstrate this skill. 3.Has achieved this skill.				