**Practical tasks:**

**Task 1: Creating a document and switching Views (25 mins)**

1. Students will create a Word document on a science topic of their choice, such as different types of rocks and their characteristics or the stages of the rock cycle.

**Types of Rocks**

**Igneous Rocks**

Igneous rocks form when molten magma cools and solidifies, either beneath the Earth's surface as intrusive rocks, like granite, or on the surface as extrusive rocks, such as basalt. These rocks are typically strong and often used in construction due to their durability.

**Sedimentary and Metamorphic Rocks**

Sedimentary rocks form from particles of sand, shells, pebbles, and other fragments of material that are compacted over time. Examples include limestone and sandstone. Metamorphic rocks originate when existing rocks are subjected to intense heat and pressure, causing them to change their structure and composition. Marble, which forms from limestone, is a well-known example of a metamorphic rock used in sculptures and buildings.

1. Write two brief paragraphs describing your chosen topic.
2. Use the styles from the home tab to add headings and subheadings.
3. Include a header and footer in your document. In the header, add your name and class; in the footer, include the page number.
4. Once the document is created, complete the following steps:View your document in different modes such as

* Print Layout
* Web Layout
* Read Mode.
* Draft Mode
* Arrange All

1. Use the Snipping Tool or Print Screen (PrtScn) to capture a screenshot of each view mode.
2. Paste each screenshot back into your document to demonstrate your understanding.

**Task 2: Document Navigation (5 mins)**

Introduce the Navigation Pane and how to use it.

Try the different navigation options to navigate through the document.

Steps-

Step1.Go to View tab

Step2. Click the navigation pane

Step 3. Choose the below options

* Heading
* Pages
* Search any keyword.

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| --- | --- | --- | --- |
| **Rubric for Phrase searching** | | | |
|  | 1 | 2 | 3 |
| Able to make a word file |  |  |  |
| Able to change word views |  |  |  |
| Able to find document navigation |  |  |  |
| **Key**: 1. Needs more opportunity to develop this skill.  2. Beginning to demonstrate this skill.  3. Has achieved this skill. | | | |