

Week 8 to 11

ICT Y10A&B

MICROSOFT WORD 2 Tasks

Students TASKS

1. Complete the workshop on advance level of MS Word
2. Follow the instructions of the two tasks.
3. Send your Individual Tasks to your teachers
4. Send Your Group Tasks To your teachers

Revision Activities

**Read your notes
and look at the
marking rubric to
ensure full mark**

**Your Assessment tool will be
Individual TASKs and Group Projects.**

Please make an effort to submit your Essays Directly to me via Messenger or email with your student Name and Class.



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You need:

1. Exercise book
2. Year Ten Program copy
3. Computer or android
4. Internet access for online support

You should require only 30 minutes x 5 days to complete all activities.



**Central Secondary
School**