

## OALCF Task Cover Sheet

**Task Title:** Computers - Word Processing

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
<b>Task Description:</b> In this task, the learner is required to create, save, and print a document in Microsoft Word (or a similar word processing program).	
<b>Competency:</b> B: Communicate Ideas and Information D: Use Digital Technology	<b>Task Group(s):</b> B3: Complete and create documents D.2: Perform well-defined, multi-step digital tasks
<b>Level Indicators:</b> B.3.1a: Make straightforward entries to complete very simple documents D.2: Perform well-defined multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Computer with appropriate software installed</li><li>• Printer</li><li>• Task sheet (attached)</li></ul>	



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**Task Description:** Adults on all 5 goal paths may be required to use Word to create a document and then print it.

**Task 1:** Turn on the computer.

**Task 2:** Open Microsoft Word (or the word processing program that's installed on the computer).

**Task 3:** Type the following text as it appears between the lines. Write your name at the bottom of the document.

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### **How to Build a Model Volcano**

The model volcano is great for science fair projects. With these instructions you can help your kids make one. To make the volcano erupt, you mix vinegar and baking soda. This causes foam and gas to come shooting out of the bottle. Don't worry, the gas is harmless. Here's how you do it. Choose a small bottle, about 15 cm high, with a narrow neck. Put one tablespoon of baking soda into the bottle. Then put the bottle in a dish pan and pile some soil around it to make it look like a mountain. Don't let any soil get into the bottle. Pour some vinegar into a measuring cup and colour it with red food colouring. When it's time for the eruption to take place, pour the vinegar into the bottle and stand back. This volcano can erupt many times – just add more baking soda to the bottle and pour in more vinegar.\*

*\* Reading selection from CABS. Used with permission from Literacy Link Eastern Ontario.*

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**Task 4:** Save the document and name it: **Volcano 1**

**Task 5:** Print the document.

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
B3.1a:	<ul style="list-style-type: none"> <li>Makes a direct match between what is requested and what is entered</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes entries using familiar vocabulary</li> </ul>			
D.2:	<ul style="list-style-type: none"> <li>Selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>Locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>Begins to identify sources and evaluate information</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

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**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**