



Task Title: Computers – Word Processing

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will create and save a document in a word processing program (e.g. Microsoft Word or Google Docs).

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1a
- Use Digital Technology/D.2

Materials Required:

- Computer with access to word processing program such as Microsoft Word or Google Docs.

Learner Information

In your work or other activities, you may be required to create and save a document.

Turn on the computer and open a new document in Microsoft Word, Google Docs or other word processing program.

Work Sheet

**Task 1: Type the following text as it appears between the lines.
Write your name at the bottom of the document.**

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.*

Answer: No written response required here.

Task completed: Yes:

Task 2: Save the document to the computer desktop and name it "Volcano 1". Show your instructor where you have saved this document.

Answer: No written response required here.

Task completed: Yes:

Answers

Task 1: Type the following text as it appears between the lines. Write your name at the bottom of the document.

Answer: Document should match text in task 1.

Task 2: Save the document to the computer desktop and name it: Volcano 1.

Answer: Document should be saved as "Volcano 1" on computer desktop.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Task Title: ComputersWordProcessing_EASPI_B3.1a_D2

Instructor (print):

Learner (print):
