

# Extra Activities



# How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
  - ✓ Introduction
  - ✓ The Internet
  - ✓ Word Processing
  - ✓ Spreadsheets
  - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

*Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – [www.thebp.org/cp.htm](http://www.thebp.org/cp.htm)*

THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AUREORE MELARD DE FEUARDENT.

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# Our Solar System

*(This could be used as an extension to the Spreadsheets course)*

Using books from home or the library, and the internet, find out information about the planets in our solar system. In a Word Processing program draw a diagram showing the order of the planets. Label the nine planets on your diagram.



Using books from home or the library, and the internet, find out information about two planets in our solar system. Make notes in a Word Processor comparing both your planets using information you find out.



Make a poster including details of the nine planets and a mnemonic you have invented to help you remember them!

# Postcard from holiday

## Produce a Postcard

Choose somewhere in the world you would like to go and do some research on the place. Make some notes in a word processor. Using the information you have collected, write a postcard from this place to send to someone back in England. Choose a picture from the internet or draw one to use for your postcard. Print both your words and your picture and stick them to each side of a piece of card.



## Compare and Contrast Two Countries

Choose two countries to compare and contrast. Start research using the internet and books and make notes in a spreadsheet. Produce some tables and charts to demonstrate the comparison. Transfer the graphs to another application and for each comparison write some captions to explain it.



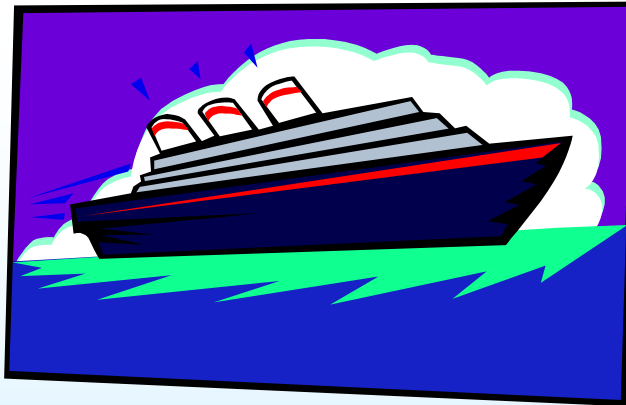
## Planning and budgeting

Using your research produce an itinerary for the visit, a budget for the visit and a clothing / equipment list for the visit. Find a map to show people where you are going.

# Hints and Tips

In your postcard you could include:

- What you have seen
- What the weather is like
- What you have enjoyed the most
- What the main religions are



Some things you could compare are:

- Population
- Temperature
- Weather (amount of rainfall)
- Tourism (% of wealth)
- Crime
- Wealth
- Agriculture
- Health (Child mortality rate)



You could include:

- Where in the world your country is
- How are you going to get there
- What would you like to see/ visit
- The best time of year to go.
- The cost
- What clothes would be best to wear
- Any equipment you need to take



# CONGRATULATIONS

This is to certify that

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has completed the EXTRA ACTIVITIES on the  
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

