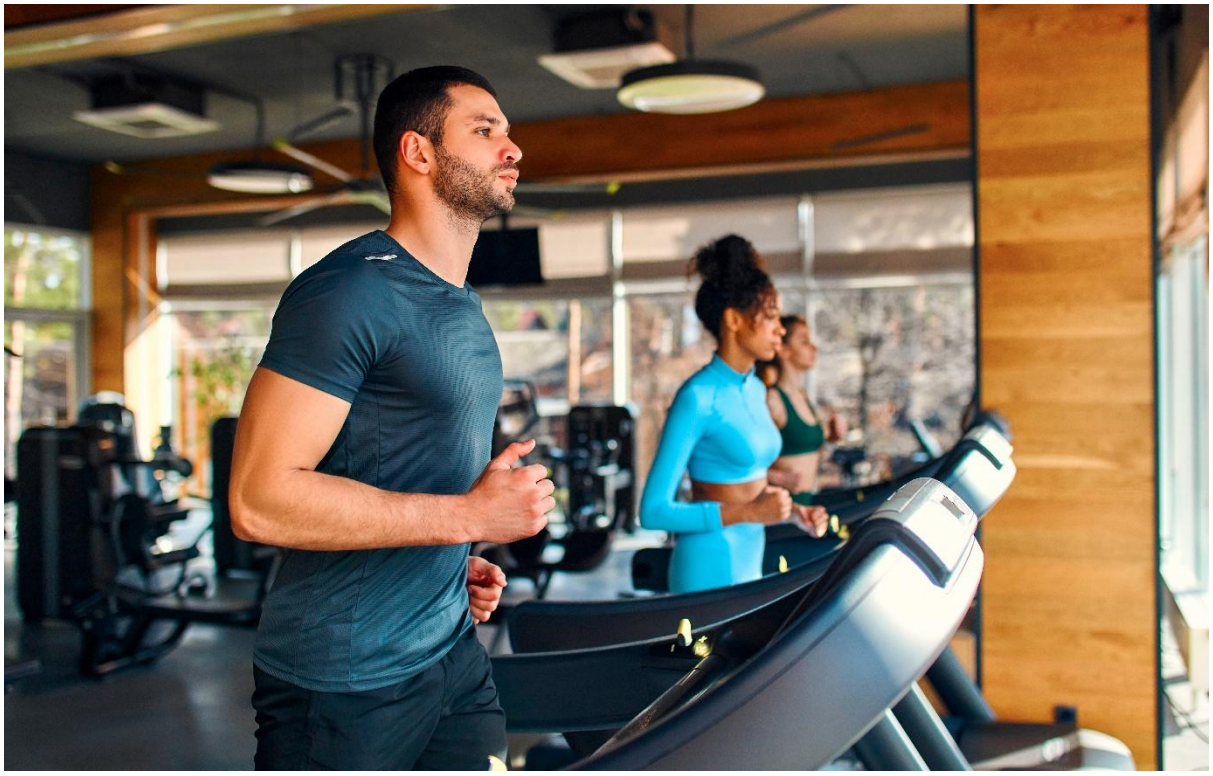
Digital Functional Skills | Entry 3 | Going To The Gym 1



Useful Vocabulary

This is a list of vocabulary for this handout.

- Membership
- Membership card
- Pilates
- Yoga
- Free Weights
- Exercise Machines
- Healthy

© Pearson Education Limited 2026

You have been asked to create a flyer about membership at a new local gym.

This activity is in three parts:

- Internet Research
- Update A Document
- Email

Follow the steps to complete the activity.

Internet Research

1. Use the Internet to find **ONE** image of a gym membership card.

2. Use a search engine to find the cost of a month's membership at a gym near you.

3. Update the Internet Research Form with the details you found including the website address.

4. Save the Internet Research Form.

Update A Document

You need a flyer about gym membership a new local gym.

The flyer must be clear and easy to read.

Open the gym membership flyer document.

1. Add the following information in the correct location:

or online

pilates and yoga

2. Edit the following information:

Change the number 25 to display currency (£) with two decimal places.

Change weekly to daily

3. Format the flyer

a. Centre align the heading.

b. Change the colour of the heading to red.

c. Underline the heading.

d. Make the text "Do you want to be healthy?" bold and italics.

e. Change the font size for the body of the text to 12.

f. Use bullets for the 3 lines after "Our gym has".

g. Insert your saved image of a gym membership badge and resize it so all the information fits on one page.

h. Centre align the image.

i. Save the flyer with a suitable name.

© Pearson Education Limited 2026

Email A Document

1. Create a new contact in your email contact list for **gym@business.service**. Take a screenshot of this and add to the Email Document.

2. Create an email. You need to include:

a. Enter the email address.

b. Include a suitable subject.

c. Attach the updated flyer.

d. Include a suitable message saying you have attached the information required.

e. Make sure you include a suitable greeting.

3. Take a screenshot of the email and add to the Email Document.

4. Save the Email Document.

© Pearson Education Limited 2026