EDSQ | Entry Level | Going To The Library 1



Useful Vocabulary

This is a list of vocabulary for this handout.

- Toddler
- Carer
- Puppet
- Stories
- Music
- Singing
- Dancing

You have been asked to create a flyer about an activity in your local library.

This activity is in three parts:

- Internet Research
- Update A Document
- Email

Follow the steps to complete the activity.

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Internet Research

1. Use the Internet to find **ONE** image of a children's book and **ONE** image of a puppet.

2. Use a search engine to find the opening times of your local library.

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 an activity in your local library.

The poster must be clear and easy to read.

Open the Story Time poster document.

1. Add the following information in the correct location:

Every Tuesday, 09.30 – 10.00

storytime@library.services

2. Edit the following information:

Change the word fortnight to week

3. Format the flyer

a. Centre align the heading.

b. Change the colour of the heading to blue.

c. Change the font size of the heading to 36.

d. Make the headings (What is it?, When is it?, Where is it?, Who is it for?) font size 16, bold and italic

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

f. Use bullet points for the points under "Each session includes".

g. Insert your saved images of a book and puppet and resize them so all the information fits on one page.

h. Centre align the images.

i. Ensure the image of the book is at the top of the flyer and the puppet is at the bottom of the flyer.

j. Save the flyer with a suitable name.

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Email A Document

1. Create a new contact in your email contact list for **library@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.

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