EDSQ | Entry Level | Volunteering At A Charity Shop 1



Useful Vocabulary

This is a list of vocabulary for this handout.

- Dog Rehoming Centre
- Bric-a-brac
- Vinyl Records
- Electronics
- Board Games
- Donations

You have been asked to create a poster to promote a new charity shop.

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 puppy and **ONE** image of bric-a-brac.

2. Use a search engine to find the nearest dog rehoming centre.

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 poster to promote a new local charity shop.

The poster must be clear and easy to read.

Open the Sponsor A Puppy Charity Shop poster document.

1. Add the following information in the correct location:

Monday – Saturday 9.00am – 4.00pm

Sunday closed

Books, CDs and Vinyl Records

2. Edit the following information:

Change the electronics to jigsaws

Change the number 1 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the heading.

b. Change the colour of the heading to green.

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

d. Make the headings (Things For Sale, Opening Hours, Donations Needed, Special Opening Offer) font size 16, bold and italic

e. Change the font size for the body of the text to 14.

f. Use bullet points for the points under “Things For Sale”.

g. Insert your saved images of a puppy and bric-a-brac and resize them so all the information fits on one page.

h. Centre align the images.

i. Ensure the image of the puppy is at the top of the poster (above the heading) and the bric-a-brac is at the bottom of the poster.

j. Save the poster with a suitable name.

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Email A Document

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

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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