***Complete each instruction below that is highlighted in yellow. When you have finished, delete all the yellow instructions – this one as well.***

**Computer literacy**

Format the text highligted in blue in this paragraph as Superscript. Computer literacy is the ability to use computers and other digital devices for various purposes. It is an important skill in the 21st century, for learners and adults alike. We use computers everywhere: at school, college, or university, in the workplace, and in our everyday lives.

Make this heading blue. *Accessing and processing information*

Change the text in this paragraph to Sentence case. YOU NEED TO BE COMPUTER LITERATE TO ACCESS AND PROCESS INFORMATION. YOU CAN SEARCH FOR INFORMATION ON THE INTERNET, CREATE DOCUMENTS AND PRESENTATIONS, COMMUNICATE WITH OTHERS THROUGH EMAIL AND SOCIAL MEDIA. YOU CAN LEARN NEW SKILLS THROUGH ONLINE COURSES, OR GET VIDEOS SHOWING YOU HOW TO DO JUST ABOUT ANYTHING. YOUR COMPUTER SKILLS WILL ALSO HELP YOU TO CREATE GRAPHS, CHARTS, AND STATISTICS WHEN YOU ANALYZE INFORMATION YOU FOUND.

*Creativity*

Change the colour of the text in this paragraph to the Automatic option. The computer is a valuable tool to develop your creativity and problem-solving skills. If you are sufficiently skilled the computer can help you to express yourself in different ways; making videos, writing blogs, designing websites and even composing music.

*Problem solving*

Use the Strikethrough command to cross out the word ‘appreciated’. Your problem-solving skills can be developed and strengthened by solving online puzzles and problems, and by coding, debugging and troubleshooting computer programs. Being able to solve problems make you an appreciated asset to your family and community.

*Preparing for tomorrow*

Remove all formatting from the text in this paragraph. (Use a single command in the Font group to do this). You can use computer to explore your interests – in *art*, *science*, *sports*, *culture*, or anything else you can dream of. **Being computer literate also opens the door to study online.** You will be able to access courses that will help you to **prepare** for a career such as web development, graphic design, animation, and many others.

*Digital citizenship*

Developing digital citizenship skills rest on your computer literacy. These skills include being respectful, responsible, and safe online.

Hide only the blue text in this paragraph. Computer literacy is not only about knowing how to use computers, but also about understanding how they work and how they affect society. Computer literacy can help you to become a more confident, curious, and capable learner in the digital age.