

# ***Keyword Search and Save an Image***

## **Activity - The perfect cup of tea.**

### **Learning objectives:**

1. We are learning to type text into a document accurately, review the document and correct errors.
2. We are learning to independently save and image from the internet to be inserted and positioned in a document.

### **Activity**

Create a new Word document and type in the steps in making the perfect cup of tea.

Find and save a suitable image from the Internet e.g. a cup of tea.  
Insert and position the image on the page.

Put your name in the document header.

Save the document into your desktop folder.

### **Questions**

1. What type of application (app) is Word?
2. Give two reasons why you should be cautious about using images from an Internet site?
3. What is the advantage of putting text into the header (or footer) of a document?
4. Once you have saved a document or file, how can it be saved to the same location or folder quickly?
5. How can you protect your files in case they become lost, deleted or damaged?