

COMPUTING AROUND – TASKS

This is what you should do: Pick your tasks!



Look at this table of tasks. Pick **four tasks**. Pick at least one from each group.

1. Do **two tasks** that are marked with one *.
2. Do **one task** that is marked with two **.
3. Do **one task** that is marked ***.

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Spread-sheets	TASK 1: Use a spreadsheet calculation application to make a To Do - list for a friend. Save it to your drive. The information you need is on page 2. (todo.xlsx)	TASK 2: Use a spreadsheet calculation application to make a timetable for a friend. The information you need is on page 2. Save it to your drive. (timetable.xlsx)	TASK 3: Use a spreadsheet calculation application to make a invoice (RECHNUNG) list for a friend. The information you need is on page 3. Save it to your drive. (invoice.xlsx)
Typing	TASK 4: Type texts #1-3, p. 4. Save them to your drive (rhymes1.doc).	TASK 5: Type texts #1-5, p. 4 and 5. Save them to your drive (rhymes2.doc).	TASK 6: Type texts #1-8, p. 4 and 5. Save them to your drive (rhymes3.doc).
Gathering Information	TASK 7: Find this out on the Internet: Where is Mount Cook and how high is it? Write the answer on page 6.	TASK 8: Find this out on the Internet: How much does a ticket to the Tokyo Zoo cost for students (13-15)? Write the answer on page 6.	TASK 9: Find this out about the John J. Young Middle School in Mishawaka, Indiana, USA on the Internet: What is the name of the principal (Schulleiter/in)? Which animal is their mascot? What is the phone number of the school? Write the answer on page 6.
Image Editing	TASK 10: Try to create a picture of you with an image processing software and save it on your drive (thatsme.jpg).	TASK 11: Try to create a picture of a house with a garden with a tree and some nice flowers with an image processing software and save it on your drive (house.jpg).	TASK 12: Try to create a picture of the entrance (Eingang) of your school with an image processing software and save it on your drive (ourschool.jpg).

TASK 1

To Do - list

Paul has a lot to do this week.
He wrote some things on a piece of paper.
He mustn't forget anything.

- tidy room - Monday
- go to the shops for Mom - Friday
- go to Karate - training - Wednesday
- practice IT - typing - Tuesday, Thursday, Saturday
- buy birthday present for Tim - Saturday
- visit Tim's birthday party - Sunday
- help grandma in the garden - Monday, Saturday

Help him and make a "To Do" - list for him.
It should look like this:

Day	Task	Done!
Monday	tidy room	<input checked="" type="checkbox"/>
Monday		
Tuesday		

TASK 2

Timetable

Ricky is new at our school. He needs a timetable. The secretary tells him his subjects, teachers, classrooms and the lessons.

"Your English teacher is Mrs Smith. Her room is E5. You'll see her on Mondays 2nd lesson, on Wednesdays 3rd lesson and on Fridays 6th lesson.
Mr Mayer teaches German and History in room D3. You'll have German lessons on Tuesdays, 1st and 2nd lesson and also on Wednesday, 1st lesson and Thursday 6th lesson.
History will be on Fridays the 1st and 2nd lesson you will have.
Maths is in room M2, this is Mrs Miller's room. You will see her on Tuesdays 4th lesson, on Wednesdays 2nd lesson and on Fridays 3rd and 4th lesson.
P.E. is of course in the Gym on Mondays in the 5th and 6th lesson. Your P.E. teacher's name is Mr Brown.
Biology and Geography are Mrs Carson's subjects. She sees her students in the Biology lab. Biology is on Thursdays in the 1st and 2nd lesson. Right after that you'll have two lessons of Geography.
ITC (=IT) is in the IT lab 2 Tuesdays in the 5th and 6th lesson. Your ITC teacher is Mrs Fisher.
R.E. for you is in room R1. That's Mr Grant's room. You'll see Mr Grant on Wednesdays and Thursdays in the 6th lesson.
Your Crafts teacher is Mr Sneyder. You will work in craft room 2 on Mondays in the 3rd and 4th lesson.
Mrs Logan teaches physics in Ph3. You'll see here there on Mondays, that's the 1st lesson, and on Tuesdays, that's in the 3rd lesson.
Chemistry is in the Chem Lamb 1. Mr Forbes works there. You'll go there on Wednesdays, 4th and 5th lesson. Oh, I forgot. Of course, there is another maths lesson on Fridays.

Help him and make a timetable for him. It should look like this:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:05-8:50	PHYSICS Mr Logan Ph3
8:50-9:35	ENGLISH Mrs Smith E5

TASK 3

Invoice

Mr Fletcher sells comic books. Mr Dillard bought some comic books from him on the internet. Now Mr Fletcher needs to write an invoice (Rechnung). Make the spreadsheet calculation application calculate the money Mr Dillard has to pay to Mr Fletcher (all the gray boxes).

Help Mr Fletcher and make an invoice for him. It should look like this:

Date: 2021-04-25	INVOICE		Fletcher's Comic Shop	
Name of buyer:	Mr Dillard			
Item #	Amount	Item name	Single Price	
1	1	Funny Halloween Special	\$ 4.90	\$ 4.90
2	2	Superhero I	\$ 3.75	\$ 7.50
3	1	Frogman saves the World	\$ 5.20	\$ 5.20
4	1	Dagobert and the bank crash	\$ 2.59	\$ 2.59
5	3	The Giant - Big Steps	\$ 5.00	\$ 15.00
6	1	Manga East sees West	\$ 3.25	\$ 3.25
TOTAL	9			\$ 38.44

Texts

#1

Yankee Doodle came to town,
A-ridin' on a pony;
He stuck a feather in his hat
And called it macaroni.

Yankee Doodle keep it up,
Yankee Doodle Dandy;
Mind the music and the steps
And with the girls be handy.

Father and I went down to
camp,
Along with Cap'n Goodwin;
The men and boys all stood
around
As thick as hasty puddin'.

Yankee Doodle keep it up,
Yankee Doodle Dandy;
Mind the music and the steps
And with the girls be handy.

#2

On top of spaghetti,
All covered with cheese,
I lost my poor meatball
When somebody sneezed.
It rolled off the table
And onto the floor,
And then my poor meatball
Rolled right out the door!
It rolled in a garden
And under a bush
Now my poor meatball
Was nothing but mush
The mush was as tasty
As tasty could be
Early next summer
It grew into a tree
The tree was all covered
With beautiful moss
It grew lovely meatballs
In a tomato sauce
So if you like spaghetti
All covered with cheese
Hold on to your meatballs
And DON'T EVER SNEEZE!
A-A-A-CHOO !!

#3

Mary had a little lamb,
little lamb, little lamb,
Mary had a little lamb, its fleece was white as snow.
And everywhere that Mary went,
Mary went, Mary went,
and everywhere that Mary went, the lamb was sure to go.

It followed her to school one day
school one day, school one day,
It followed her to school one day, which was against the rules.
It made the children laugh and play,
laugh and play, laugh and play,
it made the children laugh and play to see a lamb at school.

And so the teacher turned it out,
turned it out, turned it out,
And so the teacher turned it out, but still it lingered near,
And waited patiently about,
patiently about, patiently about,
And waited patiently about till Mary did appear.

"Why does the lamb love Mary so?"

Love Mary so? Love Mary so?

"Why does the lamb love Mary so," the eager children cry.

"Why, Mary loves the lamb, you know."

The lamb, you know, the lamb, you know,

"Why, Mary loves the lamb, you know," the teacher did reply.

Texts

#4

Polly, put the kettle on,
Polly, put the kettle on,
Polly, put the kettle on,
We'll all have tea.

Sukey, take it off again,
Sukey, take it off again,
Sukey, take it off again,
They've all gone away.

Blow the fire and make the toast,
Put the muffins on to roast,
Blow the fire and make the toast,
We'll all have tea.

#5

Jack, be nimble,
Jack, be quick,
Jack, jump over
The candlestick.

Jack jumped high
Jack jumped low
Jack jumped over
and burned his toe.

#6

Curly Locks, Curly Locks,
Will you be mine?

You shall not wash dishes,
Nor feed the swine,
But sit on a cushion
And sew a fine seam,

And sup upon strawberries,
Sugar, and cream.

#7

Good night, sleep tight,
Don't let the bedbugs bite.

And if they do
Then take your shoe

And knock 'em 'til
They're black and blue!

#8

1, 2
One, two, buckle my shoe;

3, 4
Three, four, knock at the door;

5, 6
Five, six, pick up sticks;

7, 8
Seven, eight, lay them straight;

9, 10
Nine, ten, a good fat hen;

11, 12
Eleven, twelve, dig and delve;

13, 14
Thirteen, fourteen, maids a-courting;

15, 16
Fifteen, sixteen, maids a-kissing;

17, 18
Seventeen, eighteen, maids a-waiting;

19, 20
Nineteen, twenty, I've had plenty.

TASK 7

Mount Cook

LOCATION (Where?)	
HIGHT (How high?)	

TASK 8

Ticket price for Tokyo Zoo for student (13-15)

PRICE	¥
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TASK 9

John J. Young Middle School

Name of principal	
School mascot	
Phone number	

My Work Plan

	Task 1	Task 4	Task 7	Task 10
*				

Pick no more than 2 tasks and mark ✕ them.

	Task 2	Task 5	Task 8	Task 11
**				

Pick at least one task and mark ✕ it/them.

	Task 3	Task 6	Task 9	Task 12

Pick at least one task and mark ✕ it/them.