**ICT Functional Skills**

**Task 1: What’s in a name?**

1. Type your full name
2. Increase the font size to 24
3. Change the font style to Palatino
4. Change the text to **Bold**
5. **Underline** using the tool ribbon

6.Change the font colour to **Dark blue**

1. *Go on to* [*www.google.co.uk*](http://www.google.co.uk) *and click on maps*
2. Type your address in the toolbar
3. On the map drag the yellow person in the top left corner to where your address is.

*10. You should now see a street view image of your home*

11. *Use the mouse to zoom in on the image.*

12. Press Print Screen and then click onto the word document.

13. Click Paste and your home should appear on the screen.

14. Save the document into your ICT FS folder

