

Word Processing Activity: RSI Checklist

Read this page carefully before you start the task

Objectives:

- Use the Internet to search for information on Repetitive Stress Injury (HINT: Use Google, Yahoo or Alta Vista and search for RSI, try the Health and Safety Executive web site).
- Insert a creative heading, centre, change the font, enlarge the text, change the colour
- Insert a bulleted list and change the bullet style
- Show creativity in selecting graphics for a document

Scenario:

Many of the students in your Business and Communications class have been suffering from a tingling sensation in their wrists, numbness in their fingers, and difficulty opening and closing their hands. After stopping by and speaking with the school nurse, she explains that you and your friends might be suffering from repetitive stress injury, injuries that result from repeated movements that irritate nerves and tendons.

The nurse describes a number of actions you can take to prevent RSI. When you return to class, your teacher asks you if you could create a sheet that she could enlarge and put on the wall that lists reminders for preventing RSI. Since you did not take notes, you will have to look up some tips on the Internet.

Be sure to look specifically for information relating to posture, chair modification, monitor placement, and exercises. Then, using the information, prepare a one-page bulleted list of at least 10 major steps you can take to help alleviate or prevent RSI using the title **Tips to Prevent RSI**.

Add appropriate clipart. To be creative, change your bullet style to something innovative, rather than standard circle or square bullets. Space out the document properly so that the text is centred vertically on the page. Use appropriate font sizes and change the font style to something other than the default font.

Optional/Bonus:

Change the bullet colour to coordinate with your graphics theme. Use font colour where appropriate (don't overdo it!).

Extension Activity:

Write a letter to a classmate explaining what RSI is and providing tips for preventing RSI when taking computer classes. Use block style with open punctuation.