

| <b>Course Title:</b> Microsoft Office WORD<br><b>Tutor:</b> Elaine Munn<br><b>Wednesday 09.30 – 11.30 - 4-week Session</b> |   | <b>Additional information:</b><br>Course 8 hours<br>Course Resources can be found at:<br><a href="http://www.ecdesigns.co.uk/">www.ecdesigns.co.uk/</a> |
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| Week   | Materials/Skills  |   |
| <b>Week 1</b><br><b>2 hrs</b>  | <ul style="list-style-type: none"> <li>• Explain to the class what the aims of the course are and where they can find the course information and activities.</li> <li>• Logging onto laptop</li> <li>• <b>Student Questionnaire</b> – To give me an idea of the students previous experience and if there is any particular aspect of Word they want to know about.</li> <li>• <b>Basic File management</b> – Folder Structure – Students need to know some File Management. Making folders &amp; Sub Folders, renaming folders, deleting folders etc.<br/>Searching for documents. Folder Views.</li> <li>• Opening the MS Word application and saving documents into the correct folders. Saving using File Save, Save As and Quick Save. File &gt; Options &gt; Save &gt; Auto Save</li> <li>• Navigate the Word interface and become familiar with some of its most important features, such as the <b>Ribbon, Quick Access Toolbar, and Backstage view.</b></li> <li>• Ribbon - groups of related commands. Expanding MORE commands</li> <li>• Hidden Toolbars</li> <li>• Document views and zooming – View Ribbon</li> <li>• Minimise, Restore Down &amp; Close</li> <li>• Showing and hiding the ribbon</li> <li>• Opening a NEW Doc. Open an existing Document</li> <li>• <b>IMPORTANT</b> – we are on a public computer <b>SIGN OUT</b></li> </ul> |   |
| <b>Week 2</b><br><b>2hrs</b>   | <ul style="list-style-type: none"> <li>• Formatting a document in Word.</li> <li>• Documents will be provided for the students to format.</li> <li>• Copying text from the internet – Clear all formatting</li> <li>• Editing techniques to achieve the required outcome (ie insert, delete, select, copy, cut, paste, drag and drop, find and replace, undo and redo)</li> <li>• use appropriate page layout (ie margins, header/footer, portrait, landscape, columns page breaks and page numbering)</li> </ul>   |   |

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|                                      | <ul style="list-style-type: none"> <li>• format paragraphs (eg bullets, numbering, alignment, tabs, indents and line spacing)</li> <li>• format text (ie font, eg Arial, style, eg bold, italic, underline, size, eg 10pt, borders, shading and colour)</li> <li>• Using the FORMAT PAINTER TOOL</li> <li>• Show/Hide – Splitting the Window</li> <li>• <b>IMPORTANT</b> – we are on a public computer <b>SIGN OUT</b></li> </ul>  |
| <p><b>Week 3</b><br/><b>2hrs</b></p> | <ul style="list-style-type: none"> <li>• Recap week 1 &amp; 2 – Formatting a document using previously learnt commands.</li> <li>• Design, create and format tables (ie row and column quantity and size, horizontal and vertical text alignment, merge and split cells, borders and shading)</li> <li>• Hidden Tool bars</li> <li>• Images – Inserting images, sourcing images from the internet to use. Taking a screen image.</li> <li>• Manipulating images – adding a border, wrapping images, compressing.</li> <li>• Inserting Shapes – Word Art</li> <li>• Hidden Toolbars</li> <li>• Recover unsaved documents</li> <li>• <b>IMPORTANT</b> – we are on a public computer <b>SIGN OUT</b></li> </ul> |
| <p><b>Week 4</b><br/><b>2hrs</b></p> | <ul style="list-style-type: none"> <li>• Recap previous weeks, making sure the students are happy and answering questions if any student needs reminded of anything</li> <li>• Insert a Cover Page – Blank Page</li> <li>• <b>MORE ADVANCED</b></li> <li>• Quick parts</li> <li>• Mail Merge – students will be introduced to Excel to make their address list</li> <li>• Bibliography</li> <li>• Course Feedback</li> <li>• <b>IMPORTANT</b> – we are on a public computer <b>SIGN OUT</b></li> </ul>   |