If you have suggested additions, or you find that some links are not working, please email resourcelist@fess.ie

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| **Minor Award Name** | Word Processing  |
| **Minor Award Code** | 3N0588 |
| **Level** | 3 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Using a word processing application | Web Based PDF Document | Useful introduction to Word Processing including easy to follow text editing/formatting techniques and sample exercises to practise the skill set. | Alison JonesTony SweeneyCity of Galway ETB | <http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf> |
| Common uses/features of a word processing application | Web Based PDF Document | Getting to Grips with Technology Good introduction to Word Processing P.94Introduction to Microsoft Word and what it is used for. | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Terminology associated with word processing | Web Based PDF Document | Getting to Grips with Technology Good introduction to Word Processing P.59Introduction to Word P.93  | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf>  |
| Terminology associated with word processing | Website  | Useful introduction to key terminology associated with Word Processing. | Suny Broome Community College | <http://w.sunybroome.edu/basic-computer-skills/functions/word_processing/2wp_terminology.html>  |
| Toolbar icons and related functions associated withfile handling and text formatting | Web Based PDF Document | Getting to Grips with Technology Quick reference guide to buttons commonly found on the Word toolbar, P.120.Good reference for formatting buttons commonly found on the Microsoft Word tool bars and includes a matching exercise, P.138-140 | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Using toolbar icons and related functions associated withfile handling and text formatting | WebsiteTutorialVideo | Word 2010 – Line & Paragraph SpacingGood tutorial on how to apply line/paragraph spacing to a document using the Word tool bar. | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/9.2>  |
| Using toolbar icons and related functions associated withfile handling and text formatting | WebsiteTutorial Video | Word 2010 – Using Indents & TabsEasy to follow tutorial on using Indents. | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/8.2>  |
| Using toolbar icons and related functions associated withfile handling and text formatting | Video Tutorial | Microsoft Word 2010 Step by Step SeriesUseful introduction to the Word 2010 interface which explores menu, tool bar Icons & functions. This tutorial also includes some good examples of keyboard short cuts and options for saving/opening a document.  | Mike HalseyO’Reilly Media | <https://www.youtube.com/watch?v=cO5ENzF_VrE&feature=youtube_gdata>  |
| Use a word processing application to modify an existingdocument using a variety of file save options | Web Based PDF Document  | Getting to Grips with Technology Introduction to Word Processing P.101Good practical example of how to save a document in a different file format, e.g. RTF or PDF. | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Use a word processing application to modify an existingdocument using file save options | WebsiteTutorial Video | Word 2010 – SavingThis guide/tutorial shows you a variety of ways to save your document along with different file save options, e.g. saving as a PDF or previous version of Word. The guide comes with a tutorial video. | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/4>  |
| Create a range of documents for personal or work requirements | Web Based PDF Document | Getting to Grips with Technology Introduction to Word Processing P.83Good tips on how to structure a formal letter, memorandum etc. | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Create a range of documents for personal or work requirements.Using a range of keyboard capabilities.Applying text editing and formatting.Proof reading & printing. | Web Based PDF Document | Word Processing QQI L3 ResourceThis document contains a set of sample assessment assignment briefs for the collection of work & skills demonstration. NB: Students will need to be well prepared and confident before they receive these assessment briefs. | Ger FerrisAdult Literacy & Basic Education ServicesKerry ETB | <http://www.kerryabetutors.ie/qqi-resources/>  |
| Using a range of keyboard capabilities  | Web Based PDF Document | Getting to Grips with Technology Introduction to Word Processing P.75Very practical exercise on typing & inserting the correct symbols using a word processor. | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Use a range of keyboard shortcuts,  | Tutorial Video | Good tutorial on the use of keyboard short cuts in Word 2010 | Microsoft | <https://support.office.com/en-us/article/Word-2010-keyboard-shortcuts-c6e97771-f82d-42c2-b477-dac4e2662b51?ui=en-US&rs=en-US&ad=US>  |
| Using a range of keyboard capabilities  | WebsiteTutorial Video | Word 2010 – Inserting Clipart & PicturesGood introduction to using clip art & pictures with Word. | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/16.2>  |
| Applying text formatting | Web Based PDF Document | Getting to Grips with Technology Introduction to Word Processing P.110-119Good practical how to guide for formatting text include practise exercises to re-enforce the learning.Brief introduction to changing case & practise exercise. P.132Useful guide to using bullets and numbering including some very practical exercises. P.133-134Introduction to line spacing with practise exercise included. P.135Short introduction to using Indents with practise exercise. P.136 | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Applying text formatting  | WebsiteTutorial Video | Word 2010 – Formatting TextSimple introduction to formatting text using Word 2010 including tutorial video. | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/3.2>  |
| Applying text formatting | Tutorial Video | Microsoft Word Step by Step – Part 3Useful tutorial on how to change the appearance of text in a document. | Mike HalseyO’Reilly Media | <https://www.youtube.com/watch?v=vs46cSgvxBQ>  |
| Apply text formatting | Web based PDF Document | A very simple to follow beginners guide to MS Word 2010 which covers a range of LOS in Word Processing QQI L3 | Gill & MacMillian | <http://www.gillmacmillan.ie/AcuCustom/Sitename/DAM/059/Basic_Guide_to_Word_Processing_-_Look_Inside_Sample.pdf>  |
| Use text editing features including copy, cut, paste, delete andinsert | Web Based PDF Document | Getting to Grips with Technology Introduction to Word Cut, Copy & Paste P.130-131Simple text deletion exercise & guide to different deletion techniques, P.105-106Practical exercise in text insertion into an existing paragraph of text, P.107 | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf>  |
| Use text editing features including copy, cut, paste | Tutorial Video  | Microsoft Word 2010 Step by Step –Part 2Useful guide to editing and proof reading in Microsoft Word. This tutorial has useful tips on how to select text and to use the cut, copy and paste functions.  | Mike HalseyO’Reilly Media | <https://www.youtube.com/watch?v=GXShPpm2GfI>  |
| Use text editing features including copy, cut, paste | WebsiteTutorial Video | Word 2010 – Text BasicsUseful introduction to text insertion, cut, copy & paste including tutorial video | GCF Learnfree.org  | <http://www.gcflearnfree.org/word2010/2.2>  |
| Use simple proofreading tools  | Web Based PDF Document | Getting to Grips with Technology Introduction to Word Processing P.103-104Useful guide to using print preview, printing a document and different printing options. | Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Use simple proofreading tools  | Website Tutorial Video | Word 2010 – Checking Spelling & GrammarGood guide to checking the spelling and grammar of your document | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/6.2>  |
| Use simple proofreading tools  | Tutorial Video  | Microsoft Word 2010 Step by Step –Part 2This tutorial video contains a helpful section on using the grammar and spell check function in Microsoft Word.  | Mike HalseyO’Reilly Media | <https://www.youtube.com/watch?v=GXShPpm2GfI>  |
| Printing a document  | WebsiteTutorial Video | Word 2010 – PrintingSimple guide to using the print function and the steps involved in printing a document.  | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/7.2>  |
| Use a word processing application to create a file  | WebsiteTutorial Video | Word 2010 – Modifying Page LayoutGreat tutorial on modifying the page layout of a document including, page margins, orientation & paper size.  | GCF Learnfree.org | <http://www.gcflearnfree.org/word2010/5.2>  |
| Interactive guide to Word | Online Interactive Resource | Computer Literacy LessonsThis resource is an interactive guide to some of the basic features of MS Word. Grade 2 Unit 4, Grade 3 Unit 3, Grade 4 Unit 2, Grade 5 Unit 2, Grade 6 Unit 3 | Macmillan/McGraw-Hill | <http://activities.macmillanmh.com/reading/treasures/stories/teachcls.html>  |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Microsoft | <https://support.office.com/en-us/article/Word-2010-videos-and-tutorials-cfa75118-e522-4ea5-963e-2b56d25fb9a5>  |
| <https://support.office.com/en-us/article/Word-2007-training-506a83f1-2680-489c-8b66-1d81d32de3b1?ui=en-US&rs=en-US&ad=US>  |
| The Open University  | <http://www2.open.ac.uk/students/skillsforstudy/demos.php>  |
| NCTE  | <http://www.ncte.ie/media/NCTE_Word_processing_focus_on_literacy_numeracy_primary_12-18.pdf>  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online courses in word processing for those with little or no experience. | <https://learn.saylor.org/course/prdv003>  |
| <https://alison.com/learn/microsoft-office>  |