If you have suggested additions, or you find that some links are not working, please email [resourcelist@fess.ie](mailto: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 Jones  Tony Sweeney  City 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.94  Introduction 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.59  Introduction 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 with  file 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 with  file handling and text formatting | Website  Tutorial  Video | Word 2010 – Line & Paragraph Spacing  Good 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 with  file handling and text formatting | Website  Tutorial Video | Word 2010 – Using Indents & Tabs  Easy to follow tutorial on using Indents. | GCF  Learnfree.org | <http://www.gcflearnfree.org/word2010/8.2> |
| Using toolbar icons and related functions associated with  file handling and text formatting | Video Tutorial | Microsoft Word 2010 Step by Step Series  Useful 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 Halsey  O’Reilly Media | <https://www.youtube.com/watch?v=cO5ENzF_VrE&feature=youtube_gdata> |
| Use a word processing application to modify an existing  document using a variety of file save options | Web Based PDF Document | Getting to Grips with Technology  Introduction to Word Processing P.101  Good 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 existing  document using file save options | Website  Tutorial Video | Word 2010 – Saving  This 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.83  Good 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 Resource  This 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 Ferris  Adult Literacy & Basic Education Services  Kerry 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.75  Very 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 | Website  Tutorial Video | Word 2010 – Inserting Clipart & Pictures  Good 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.110-119  Good practical how to guide for formatting text include practise exercises to re-enforce the learning.  Brief introduction to changing case & practise exercise. P.132  Useful guide to using bullets and numbering including some very practical exercises. P.133-134  Introduction to line spacing with practise exercise included. P.135  Short 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 | Website  Tutorial Video | Word 2010 – Formatting Text  Simple 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 3  Useful tutorial on how to change the appearance of text in a document. | Mike Halsey  O’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 and  insert | Web Based PDF Document | Getting to Grips with Technology  Introduction to Word  Cut, Copy & Paste P.130-131  Simple text deletion exercise & guide to different deletion techniques, P.105-106  Practical 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 2  Useful 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 Halsey  O’Reilly Media | <https://www.youtube.com/watch?v=GXShPpm2GfI> |
| Use text editing features including copy, cut, paste | Website  Tutorial Video | Word 2010 – Text Basics  Useful 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.103-104  Useful 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 & Grammar  Good 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 2  This tutorial video contains a helpful section on using the grammar and spell check function in Microsoft Word. | Mike Halsey  O’Reilly Media | <https://www.youtube.com/watch?v=GXShPpm2GfI> |
| Printing a document | Website  Tutorial Video | Word 2010 – Printing  Simple 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 | Website  Tutorial Video | Word 2010 – Modifying Page Layout  Great 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 Lessons  This 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> |