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| **Minor Award Name** | **Word Processing** |
| **Minor Award Code** | **4N1123** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Typical word processing functions, to include document creation, saving and retrieving and enhance documents.** | Workbook | This is a booklet to help with the use of Microsoft word developed for beginners  | CeriHartnell82 | <https://www.tes.com/teaching-resource/microsoft-word-booklet-6427310> |
| YouTube Video | This video is a tutorial in which simple basics of saving and opening a Word document is explained. | Ross Heintzkill | <https://www.youtube.com/watch?v=PsepKiVZYWQ> |
| **The primary functions and processes involved in creating word documents.** | Website | This website explains what the functions and processes are in a word processing application.  | GCF Learn Free | <http://www.gcflearnfree.org/word2013/4.3> |
| Website | This website provided by Microsoft has countless tutorials on toolbars. Manipulating, hiding, customising and more | Microsoft | <https://support.microsoft.com/en-us/search?query=word%20toolbar%20icons> |
| **Carry out common word processing functions including creating, naming and locating files and folders.** | Website | A good introduction to file and folder management, creating, naming and locating files and folders. | CCTglobal | <http://www.cctglobal.com/office-2013-training-materials/word-2013-foundation-training-materials.htm> |
| Website | This site contains a series of free-to-use-online lessons on computer topics, starting with the basics of what a computer is and what it does. | Jegsworks | <http://www.jegsworks.com/lessons/win/filesandfolders/index.html> |
| Book | This book contains assignments which are graded and progressive, to suit all abilities, and cover word processing. Can be used as a text for the wide range of courses in computers. | Author: Theresa WalshPublisher: Gill and Macmillan | <http://www.gilleducation.ie/secondary-information-technology/secondary-information-technology/introducing-ict> |
| **Use with confidence a word processing application to create and modify text including inserting, copying, cutting, pasting, deleting, finding and replacing.** | Book | This book adopts a ‘learning by doing’ approach, where skills and concepts are broken down and reinforced with exercises Takes students from a basic level to the point where they will be confident using a PC, Microsoft Office applications. | Author: Michael MorganPublisher: Gill and Macmillan | <http://www.gilleducation.ie/secondary-information-technology/secondary-information-technology/ict-skills-for-the-classroom> |
| Website | This website shows how to perform **basic tasks with text** when working in a word processing application. In this lesson, you'll learn the basics of working with text, including how to insert, delete, select, **copy, cut, paste**, **drag and drop** and find and replace text. | GCF Learn Free | <http://www.gcflearnfree.org/word2010/2/print> |
| **Produce a range of printed documents by selecting different printers, changing paper size and orientation and adjusting document margins.** | Website | This website teaches as you create your document whether to make adjustments to the **layout of the page**. and includes the page's **orientation**, **margins**, and **size** | GCF Learn Free | <http://www.gcflearnfree.org/word2013/9/print> |
| Video | This video covers setting page margins, page orientation, and paper size provides you with in-depth training | Lynda.com | <https://www.lynda.com/Word-tutorials/Setting-page-margins-page-orientation-paper-size/62219/68154-4.html> |
| Video | This short video shows you how to change printers in Microsoft Word 2013. | Robert McMillen | <https://www.youtube.com/watch?v=gLuvkSNAaH4> |
| **Demonstrate character and paragraph formatting skills to include font type, size, style, colour, tabs, indents, line spacing, alignment buttons, bullets, numbering, symbols, and special characters.** | Video | This video demonstrates how to format text in Microsoft Word, by selecting font, size, colour, alignment and other attributes. | Tuts+Bob Flisser | <http://computers.tutsplus.com/tutorials/how-to-simplify-word-document-formatting-with-styles--cms-21069> |
| Website | A Comprehensive guide to formatting skills in Word processing documents | About Tech | <http://wordprocessing.about.com/od/formattingdocument1/> |
| Video | In this tutorial, you’ll format the text and apply text effects. You will also change text alignment and indentation, insert and modify tab stops, modify paragraph and line spacing, and add borders and shading to paragraphs. It also teaches how to create a bulleted list and a numbered list and then modify the lists in various ways. | UdemyBasit Waseem | <https://www.udemy.com/learn-microsoft-word-2013-step-by-step/?xref=wish> |
| **Complete object insertion skills including creating a basic table and locating, and aligning and re-sizing graphic images.** | Website | In this lesson it demonstrates how to create and format tables, which are a huge part of laying out well formatted documents. | How to Geek | <http://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson3/all/> |
| Website | This website give a very good guide to creating tables and using various tools for enhancement. | TES | <https://www.tes.com/teaching-resource/creating-tables-using-microsoft-word-2007-6050096> |
| Video | In this video tutorial you will learn how to insert a table in Microsoft Word 2013.  | YouTubeTeachmeguy | <https://www.youtube.com/watch?v=XvwPraMdRt8> |
| **Carry out a range of editing operations on a document containing proof reader/s marks using the spell checker, thesaurus and grammar tools.** | Video | A short tutorial on how to use Spelling & Grammar, Research, Thesaurus, and Word Count on Microsoft Word | YouTubeBGutier11 | <https://www.youtube.com/watch?v=oiNewNQojxU> |
| Video | A video demonstrating using the spell checker, thesaurus and grammar tools | YouTubeJasmine Yoskin | <https://www.youtube.com/watch?v=gX2zEzPJ4YI> |
| **Produce a range of word processing documents including letter, memo and form, to a mail- able or publishable standard.** | Book | This book contains assignments which are graded and progressive, to suit all abilities, and cover word processing. Can be used as a text for the wide range of courses in computers. | Author: Theresa WalshPublisher: Gill and Macmillan | <http://www.gilleducation.ie/secondary-information-technology/secondary-information-technology/introducing-ict> |
| Website | This website provides a range of word processing resources which include activities, exercises, exams and hand-outs. | TES | <https://www.tes.com/teaching-resource/a-range-of-word-processing-activities-6255888> |
| Book | This book adopts a ‘learning by doing’ approach, where skills and concepts are broken down and reinforced with exercises Takes students from a basic level to the point where they will be confident using a PC, Microsoft Office applications. | Author: Michael MorganPublisher: Gill and Macmillan | <http://www.gilleducation.ie/secondary-information-technology/secondary-information-technology/ict-skills-for-the-classroom> |

 **Useful Organisations:**

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| **Name** | **Contact Information** |
| TES | <https://www.tes.com/uk/> |
| The ICT Lounge | <http://www.ictlounge.com> |
| Teach ICT | <http://www.teach-ict.com/> |
| Jan’s Computer Lessons | <http://www.jegsworks.com/index.html> |
| TES | <https://www.tes.com/uk/> |

**Other Organisations:**

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| **Name** | **Contact Information** |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie)  |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/>  |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie)  |
| Scoil Net | [www.scoilnet.ie](http://www.scoilnet.ie)  |
| Teachers CPD | <http://teachercpd.ie/>  |
| Skillshare | <https://www.skillshare.com> |
| International Literacy Association - Lesson Plans | <http://www.readwritethink.org/classroom-resources/lesson-plans/>  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start datesOnline courses delivered mainly by Universities and Colleges worldwide.Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?<https://www.youtube.com/watch?v=eW3gMGqcZQc>  |
| Providers of MOOCse.g.<https://www.mooc-list.com/> |
| <https://www.coursera.org/> |
| <https://www.udemy.com/> |
| <https://alison.com/> |
| <https://www.canvas.net/> |
| <http://www.lynda.com/> |
| <http://www.open.edu/> |
| <http://www.extension.harvard.edu/open-learning-initiative> |
| <https://www.uclaextension.edu/pages/search.aspx?c=free+courses> |
| <http://oyc.yale.edu/>  |

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| **Recommended Books** |
| Microsoft Word 2010: Illustrated series – First Course | [http://www.amazon.co.uk/Microsoft-Word-2010-Illustrated-published/dp/B00E31GU0G/ref=sr\_1\_2?ie=UTF8&qid=1446312790&sr=8-2&keywords=microsoft+illustrated+series+2010](http://www.amazon.co.uk/Microsoft-Word-2010-Illustrated-published/dp/B00E31GU0G/ref%3Dsr_1_2?ie=UTF8&qid=1446312790&sr=8-2&keywords=microsoft+illustrated+series+2010) |
| Microsoft Office 2010 Projects (Unit A & B) | [http://www.amazon.co.uk/Microsoft-Office-Illustrated-Course-Technology/dp/0538748486/ref=sr\_1\_10?ie=UTF8&qid=1446312849&sr=8-10&keywords=microsoft+illustrated+series+2010](http://www.amazon.co.uk/Microsoft-Office-Illustrated-Course-Technology/dp/0538748486/ref%3Dsr_1_10?ie=UTF8&qid=1446312849&sr=8-10&keywords=microsoft+illustrated+series+2010) |
| [http://www.amazon.co.uk/Enhanced-Microsoft-Office-2013-Introductory/dp/1305409027/ref=sr\_1\_7?ie=UTF8&qid=1446313111&sr=8-7&keywords=microsoft+illustrated](http://www.amazon.co.uk/Enhanced-Microsoft-Office-2013-Introductory/dp/1305409027/ref%3Dsr_1_7?ie=UTF8&qid=1446313111&sr=8-7&keywords=microsoft+illustrated) |
| Microsoft Office 2013: Illustrated Series – First Course | [http://www.amazon.co.uk/dp/0538748133/ref=rdr\_ext\_tmb](http://www.amazon.co.uk/dp/0538748133/ref%3Drdr_ext_tmb) |
| Microsoft Office 2010: Illustrated Series – Second Course (Unit E - Creating and Formatting Tables, graphics, Themes and Building Blocks, Mail Merge) | [http://www.amazon.co.uk/Microsoft-Office-2010-Illustrated-Course/dp/1111826056/ref=sr\_1\_12?ie=UTF8&qid=1446313219&sr=8-12&keywords=microsoft+illustrated](http://www.amazon.co.uk/Microsoft-Office-2010-Illustrated-Course/dp/1111826056/ref%3Dsr_1_12?ie=UTF8&qid=1446313219&sr=8-12&keywords=microsoft+illustrated) |