|  |  |
| --- | --- |
| **Minor Award Name** | Word Processing |
| **Minor Award Code** | 6N4877 |
| **Level** | 6 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Management – customising menus, toolbars, automating common tasks using macros | Video  Video  Website  Video  Video  Video  Website  Website  Website | Exploring the MS Word 2010 User interface  Customising the Quick Access Toolbar and Ribbon– concise video  How to customise the ribbon – instructions on custom tabs  Turning on the developer tab, needed to display the macro tools. Explains how to display the developer tab on the ribbon. (2:24 mins)  Creating macros in Word 2010 and assigning it to a button (1:42 mins)  Recording a Macro in Word 2010 (3:50 mins) – explains why macros are used and how to create them  Recording macros  Macros and their dangers – instructions on how to create macros and explains the dangers of macros and viruses  Instructions and examples of different types of macros | O’Reilly  Dummies.com  PC World  KnowledgeWave  HowTech  TeachUComp  Microsoft  [www.howtogeek.com](http://www.howtogeek.com)  PC World | <https://www.youtube.com/watch?v=cO5ENzF_VrE&list=PLEC59ED056A5F1C58>  <https://www.youtube.com/watch?v=JJXqico3rAI>  <http://www.pcworld.com/article/2910639/software-productivity/customize-the-word-ribbon-menu-to-enhance-productivity.html>  <https://www.youtube.com/watch?v=0iDgTydzX88>  <https://www.youtube.com/watch?v=Fh0AhQUqE1I>  <https://www.youtube.com/watch?v=BpjXQRFESEc>  <https://support.office.com/en-us/article/Create-or-run-a-macro-c6b99036-905c-49a6-818a-dfb98b7c3c9c>  <http://www.howtogeek.com/171993/macros-explained-why-microsoft-office-files-can-be-dangerous/>  <http://www.pcworld.com/article/2952126/software-productivity/word-macros-three-examples-to-automate-your-documents.html> |
| Advanced file techniques – converting files, creating files and folders, advanced search functions, extracting data | Website  Video  Video  Video  Website  Video  Video  Video  Video  Video  Video  Video | How to save a Word 2010 document as a pdf – text instructions  Saving a Word 2010 document as a pdf  How to save a word documents as a pdf (various methods)  How to Save Word 2010 files as HTML  How save files in Word 2007 – 2013  Creating Documents  How to make a new folder in Word  Basic and Advanced File Save options, Word 2010  Word 2010 Tutorial – Advanced Find and Replace (20 mins full tutorial)  How to set the document proofing options in Word 2010  Showing word count  Displaying Readability Statistics of a file | Microsoft  Mobile Education Apps  Dr. Eugene O’Loughlin, NCIrl  HowTech  Home & Learn  GCFLearnFree.org  eHowTech  Help Video Guru  David Murray  HowTech  HowTech  KnowVidz | <https://support.office.com/en-ie/article/Save-as-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110#bm11>  <https://www.youtube.com/watch?v=nTaO3W7Hm7Q>  <https://www.youtube.com/watch?v=Hh5Es6Vv5BI>  <https://www.youtube.com/watch?v=Fsziz9sbTZQ>  <http://www.homeandlearn.co.uk/word2007_2010/s1p4.html>  <https://www.youtube.com/watch?v=LQ1tsqriGfE>  <https://www.youtube.com/watch?v=qWTDtINX_5I>  <https://www.youtube.com/watch?v=_6zDtbA0zyE>  <https://www.youtube.com/watch?v=pNnrJ6O9w4M>  <https://www.youtube.com/watch?v=kO6HqlFyKdg>  <https://www.youtube.com/watch?v=eXfohxnol00>    <https://www.youtube.com/watch?v=X7XLdIxJ4ls> |
| Complex Documents – tables, templates, inserting headings, footnotes and endnotes, watermarks, numbered paragraphs, indexes, table of contents, cross-references | Video  Video  Video  Video  Video  Video  Video  Website  Website  Video  Video  Video | Advanced Tables (16 mins) – comprehensive video  Advanced Headers and Footers  Footnotes and Endnotes  Watermarks  Bookmarks and Cross References  Inserting a table of contents  Creating an Index in Word 2010  How to create an index in Word  How to add an index to a Word document using index tags  Creating a fillable form in Word 2010  How to create a template in Word 2010  Creating Template Fields in Word 2007 | David Murray  David Murray  David Murray  David Murray  David Murray  Ken Swartwout  TeachUComp  [www.howtogeek.com](http://www.howtogeek.com)  [www.techrepublic.com](http://www.techrepublic.com)  Navitend  Helloelo345  LearningEngineer.com | <https://www.youtube.com/watch?v=OcqPwoYy4x4>  <https://www.youtube.com/watch?v=B2ApMHkADxs&list=PL1D157C6D4D32ECE1&index=7>  <https://www.youtube.com/watch?v=W0tpx3_NnnY&list=PL1D157C6D4D32ECE1&index=17>  <https://www.youtube.com/watch?v=uYQJ72Ne4_0&list=PL1D157C6D4D32ECE1&index=8>  <https://www.youtube.com/watch?v=lpU_fXl2d9Y&list=PL1D157C6D4D32ECE1&index=18>  <https://www.youtube.com/watch?v=ErIY5hrFMzc>  <https://www.youtube.com/watch?v=S9mRpL32-8Y>  <http://www.howtogeek.com/howto/35495/how-to-create-an-index-table-like-a-pro-with-microsoft-word/>  <http://www.techrepublic.com/article/how-to-add-an-index-to-a-word-document-using-index-tags/>  <https://www.youtube.com/watch?v=1I6l6OYx8Jg>  <https://www.youtube.com/watch?v=VNwd_GUJQac>  <https://www.youtube.com/watch?v=bdGtJb6Cqrg> |
| Import/export objects, hyperlinks, embedded documents | Video  Video  Video  Video  Video | Insert Objects into Word 2010  Insert an Excel spreadsheet into Word 2010  Word 2010 Hyperlinks  How to put a youtube video into a Word document  How to embed files into a Word dociment | Chris Walker  HowTech  GCFLearnFree.org  Twictnet  Brian Taylor | <https://www.youtube.com/watch?v=eBX3SRlCVFw>  <https://www.youtube.com/watch?v=NmyQT4fdCZ0>  <https://www.youtube.com/watch?v=GNHGWQ6_Uoc>  <https://www.youtube.com/watch?v=sr9TboEjSJc>  <https://www.youtube.com/watch?v=sr9TboEjSJc> |
| Formatting complex documents – paragraphs, sections, columns, creating and modifying styles | Video  Video  Video  Video  Video  Video | Advanced Paragraph Formatting  Section Breaks  Using Columns  Styles and Formatting  Text Wrapping and Pictures  Complex page layout | David Murray  David Murray  David Murray  David Murray  David Murray  Rebecca J. Hogue | <https://www.youtube.com/watch?v=4nRkNK8I-Dc>  <https://www.youtube.com/watch?v=Sqm_39l_f9Q>  <https://www.youtube.com/watch?v=omnY4n9ODgI>  <https://www.youtube.com/watch?v=pQP-dk7Dgbg>  <https://www.youtube.com/watch?v=vEg16qlBEic>  <https://www.youtube.com/watch?v=FdDDCCLm0as> |
| Changing security settings, authoring tools, modify different versions, mail merge and labels | Video  Video  Video  Video  Video  Video | How to password protect documents in Word 2010  Restricting, editing and formatting word documents  Compatibility Mode  Mail Merge Word 2010 (step by step wizard, existing document)  Create a form letter with Mail Merge in Word and Excel  Create mailing labels in word using mail merge from an excel data set | HowTech  LearningGG  David Murray  GCFLearnFree.org  Doug H  Ralph Philips | <https://www.youtube.com/watch?v=VLkBVznP-7I>  <https://www.youtube.com/watch?v=t6ynKrmp0i4>  <https://www.youtube.com/watch?v=dJQdThVEqlI>  <https://www.youtube.com/watch?v=UusH-4DvFaw>  <https://www.youtube.com/watch?v=5lFEJQnD-rk>  <https://www.youtube.com/watch?v=jNEyvGHvlpk> |
| Efficient work practices – printing options, page setup, paper size/source | Video  Video | Printing in Word 2010  Page Layout in Word 2010 | GCFLearnFree.org  GCFLearnFree.org | <https://www.youtube.com/watch?v=gyZYbMlXGkc>  <https://www.youtube.com/watch?v=viOR45_Sdk4> |
|  |  |  |  |  |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Alison.com | [www.alison.com](http://www.alison.com) |
| Lynda.com | [www.lynda.com](http://www.lynda.com) |
| Teach-ICT | [www.teach-ict.com](http://www.teach-ict.com) |
|  |  |

|  |  |
| --- | --- |
| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |
| **Book List – recommended reading** | |
| Microsoft Word 2010: Illustrated series – First Course  Microsoft Office 2010 Projects (Unit A & B)  Microsoft Office 2013: Illustrated Series – First Course  Microsoft Office 2010: Illustrated Series – Second Course (Unit E - Creating and Formatting Tables, graphics, Themes and Building Blocks, Mail Merge)  Microsoft Office 2010: Illustrated Series – Third Course (Table of contents, footnotes, headers in multiple sections, styles and templates, citations, table of figures, integrating word with other programs – importing/exporting, embedding)  Microsoft Word 2010 Advanced: Illustrated course guide (integrating with other programs, collaboration, customising word)  Building Complex Documents  Online Book – iCheck Series – Microsoft Office 2010 | <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-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/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/dp/0538748133/ref=rdr_ext_tmb>  <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/dp/toc/1111531595/ref=dp_toc?_encoding=UTF8&n=266239>  <http://www.amazon.co.uk/Illustrated-Course-Guide-Microsoft-Advanced/dp/1111531595/ref=sr_1_3?ie=UTF8&qid=1446317626&sr=8-3&keywords=Microsoft+Word+2010+Advanced%3A>  <http://www.amazon.co.uk/Building-Complex-Documents-Using-Microsoft/dp/0615966217/ref=sr_1_10?ie=UTF8&qid=1446317285&sr=8-10&keywords=word+2010>  <http://highered.mheducation.com/sites/007661395x/student_view0/microsoft_office_2010_advanced_exercises.html> |