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

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Management – customising menus, toolbars, automating common tasks using macros | VideoVideoWebsiteVideoVideoVideoWebsiteWebsiteWebsite | Exploring the MS Word 2010 User interfaceCustomising the Quick Access Toolbar and Ribbon– concise video How to customise the ribbon – instructions on custom tabsTurning 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 themRecording macrosMacros and their dangers – instructions on how to create macros and explains the dangers of macros and virusesInstructions and examples of different types of macros | O’ReillyDummies.comPC WorldKnowledgeWaveHowTechTeachUCompMicrosoft[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  | WebsiteVideoVideoVideoWebsiteVideoVideoVideoVideoVideoVideoVideo | How to save a Word 2010 document as a pdf – text instructionsSaving a Word 2010 document as a pdfHow to save a word documents as a pdf (various methods)How to Save Word 2010 files as HTMLHow save files in Word 2007 – 2013Creating DocumentsHow to make a new folder in WordBasic and Advanced File Save options, Word 2010Word 2010 Tutorial – Advanced Find and Replace (20 mins full tutorial)How to set the document proofing options in Word 2010Showing word countDisplaying Readability Statistics of a file | MicrosoftMobile Education AppsDr. Eugene O’Loughlin, NCIrlHowTechHome & LearnGCFLearnFree.orgeHowTechHelp Video GuruDavid MurrayHowTechHowTechKnowVidz | <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 VideoVideoVideoVideoVideoVideoWebsiteWebsiteVideoVideoVideo | Advanced Tables (16 mins) – comprehensive videoAdvanced Headers and FootersFootnotes and EndnotesWatermarksBookmarks and Cross ReferencesInserting a table of contentsCreating an Index in Word 2010How to create an index in WordHow to add an index to a Word document using index tagsCreating a fillable form in Word 2010How to create a template in Word 2010Creating Template Fields in Word 2007 | David MurrayDavid MurrayDavid MurrayDavid MurrayDavid MurrayKen SwartwoutTeachUComp[www.howtogeek.com](http://www.howtogeek.com) [www.techrepublic.com](http://www.techrepublic.com) NavitendHelloelo345LearningEngineer.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 | VideoVideoVideoVideoVideo | Insert Objects into Word 2010Insert an Excel spreadsheet into Word 2010Word 2010 HyperlinksHow to put a youtube video into a Word documentHow to embed files into a Word dociment | Chris WalkerHowTechGCFLearnFree.orgTwictnetBrian 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 | VideoVideoVideoVideo VideoVideo | Advanced Paragraph FormattingSection BreaksUsing ColumnsStyles and FormattingText Wrapping and PicturesComplex page layout | David MurrayDavid MurrayDavid MurrayDavid MurrayDavid MurrayRebecca 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 | VideoVideoVideoVideoVideoVideo | How to password protect documents in Word 2010Restricting, editing and formatting word documentsCompatibility ModeMail Merge Word 2010 (step by step wizard, existing document)Create a form letter with Mail Merge in Word and ExcelCreate mailing labels in word using mail merge from an excel data set | HowTechLearningGGDavid MurrayGCFLearnFree.orgDoug HRalph 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 | VideoVideo | Printing in Word 2010Page Layout in Word 2010 | GCFLearnFree.orgGCFLearnFree.org | <https://www.youtube.com/watch?v=gyZYbMlXGkc><https://www.youtube.com/watch?v=viOR45_Sdk4>  |
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 **Useful Organisations:**

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| **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) |
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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/>  |
| **Book List – recommended reading** |
| Microsoft Word 2010: Illustrated series – First CourseMicrosoft Office 2010 Projects (Unit A & B)Microsoft Office 2013: Illustrated Series – First CourseMicrosoft 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 DocumentsOnline 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-Word-2010-Illustrated-published/dp/B00E31GU0G/ref%3Dsr_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/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)[http://www.amazon.co.uk/dp/0538748133/ref=rdr\_ext\_tmb](http://www.amazon.co.uk/dp/0538748133/ref%3Drdr_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/Microsoft-Office-2010-Illustrated-Course/dp/1111826056/ref%3Dsr_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/dp/toc/1111531595/ref%3Ddp_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/Illustrated-Course-Guide-Microsoft-Advanced/dp/1111531595/ref%3Dsr_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://www.amazon.co.uk/Building-Complex-Documents-Using-Microsoft/dp/0615966217/ref%3Dsr_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>  |