TL Module I: Understanding ICT in Education

Unit 3: Report on Policy Impact

Objectives:   
Teachers are able describe and demonstrate the basic tasks and uses of word processors, such as text entry, editing text, formatting text and printing (UNESCO ICT-CFT, TL.4.b)

****Duration:   
Total of 4 notional hours – 1 hour computer practical session, 2.5 hours self-study preferably at a computer and a 30-minute tutorial.

# A] Computer Practical (Total 1 hour)

**Notes to Facilitator**

Participants will need to be provided with an opportunity to work in a computer laboratory setting in order to develop their word processing skills. Participants should spend time working through the activities listed below in order to develop their skills and confidence. The facilitator will need to be on hand to support participants who encounter problems completing the activities. Participants should be encouraged to try and solve problems using the Microsoft Word Help facility as well as working with their peers to resolve issues. See Using a Word Processor[[1]](#footnote-1) for more information about Word Processors.

## What is the Purpose of Word Processing Software?

Most basically, the purpose of *word processing software* is to enable a computer and an attached printer to be used as a typewriter. More generally, as the name suggests, its purpose is to create, compose, edit, format, store and send to print any text material or linguistic data. Advanced word processors include many ancillary functions, such as the insertion of images and coordination with database information[[2]](#footnote-2).

Microsoft Word is a word processing software package. You can use it to type letters and reports, develop lesson plans, and create worksheets and test papers, etc. Using Microsoft Word can support your work both in and out of the classroom.

Spend some time familiarising yourself with Microsoft® Word by drawing on the support of the Word Help and How to Training and Guides in order to:

* Learn how to create your first document in Word
* Develop an understanding of how to type where you want to on a page
* Correct spelling errors
* Make a list
* Change page margins
* Add emphasis to some words
* Quickly add some style
* Save your work.

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| Word 2010[[3]](#footnote-3)[CC: BY-NC-ND] |
| Microsoft developed the online course ‘*Create your First Word Document I’* in order to help you:   * Create and save a new document * Fix spelling and grammar as you type * Add formatting to your text * Change page margins.   **Course 1: Create your First Word Document I**   * [Complete the Online Course](http://office.microsoft.com/en-us/word-help/create-your-first-word-document-i-RZ101790574.aspx) (30 minutes). * [Complete the Offline Course](TL%20M01U03%20Docs/Training%20Presentation%20-%20Create%20your%20first%20Word%20document%20I.pptx) (30 minutes).   Microsoft has developed the online course ‘*Create your First Word Document II’* in order to help you:   * Move around in the document * Use formatting marks * Move text around in the document * Change line spacing and alignment.   **Course 2: Create your First Word Document II**   * [Complete the Online Course](http://office.microsoft.com/en-us/word-help/create-your-first-word-document-ii-RZ101806168.aspx) (30 minutes). * [Complete the Offline Course](TL%20M01U03%20Docs/Training%20Presentation%20-%20Create%20your%20first%20Word%20document%20II.pptx) (30 minutes).   If you have had no previous experience using Microsoft Word you may find the video ‘[*Getting Started with Microsoft Word 2010*](http://office.microsoft.com/en-us/word-help/redir/VA102109798.aspx)’ useful! |

*Note: If you are using another version of Microsoft Word, work through the activities which relate to the version of Word loaded onto your computer. It should be noted that the activities related to other versions of Microsoft Word are only available online.*

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| Word 2007[[4]](#footnote-4)[CC: BY-NC-ND] |
| Microsoft developed the online course ‘*Create your First Word Document I’* in order to help you:   * Create and save a document * Accept or reject suggested revisions for spelling and grammar as you type * Change page margins * Adjust spacing by deleting any extra spaces between words or extra lines between paragraphs.   **Course 1: Create your First Word Document I**   * [Complete the online course](http://office.microsoft.com/en-us/word-help/meet-the-document-RZ010227511.aspx?section=2) (30 minutes).   Microsoft developed the online course ‘*Get to know Word 2007 II’* in order to help you:   * Move the insertion point around a document, using either the mouse or the keyboard, so that you can get to where you need to in order to make changes. * Select text to make revisions. * Move text by cutting and pasting.   **Course 2: Create your First Word Document I**   * [Complete the online course](http://office.microsoft.com/en-us/word-help/makes-changes-to-your-document-RZ010227692.aspx?section=2) (30 minutes).   If you have had no previous experience using Microsoft Word you may find the online guide on [Word 2007 Help and How-to](http://office.microsoft.com/en-us/word-help/CL010072933.aspx) useful! |

## OR

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| Word 2003[[5]](#footnote-5)[CC: BY-NC-ND] |
| Microsoft developed the online audio course ‘*Create your First Word Document’* in order to help you:   * Create a document and edit it * Use menus and toolbars in Word to accomplish basic tasks from changing document margins to undoing changes * Use basic formatting to make text bold or italic * Change line spacing, indent paragraphs, and apply basic styles to a document * Save and print a finished document.   **Course 1: Create your First Word Document**   * [Complete the online audio course](http://office.microsoft.com/en-us/word-help/audio-course-get-to-know-word-create-your-first-document-RZ010014036.aspx) (60 minutes).   If you have had no previous experience using Microsoft Word you may find the online guide on [Word 2003 Help and How-to](http://office.microsoft.com/en-us/word-help/CL010072934.aspx) useful! |

# B] Self Study (Total 2.5 hours)

The following self-study activity will give you an opportunity to use and demonstrate your knowledge of Microsoft Word. You will be required to write a short report, format it and save it (either on the computer hard drive or on a removable storage device). It should be noted that you will require a copy of the ICT4D Guyana National Strategy to complete the assignment.

# Assignment 1

Write a short (1000 word), well-presented report using Microsoft Word and save a copy either on the computer hard drive or on a removable storage device.

1. The report should outline various classroom practices/practical strategies that could be implemented in order to support the National ICT vision of the Guyana National ICT Strategy. Please note that this assignment is a recommended Portfolio Task and should be prepared for submission.

‘*All citizens, businesses and public institutions in Guyana will have the opportunity to participate in the information and knowledge society in order to accelerate national development and prosperity*’.[[6]](#footnote-6)

[Read more at <http://www.ict4d.gov.gy>] [CC: BY-NC-ND]

1. The report should consist of the following three sections:

**Introduction**

* Provides background information
* Outlines the terms of reference
* Includes a brief, accurate background for the body of the report.

**Body**

* Contains the main information of the report
* Divided into topics
* Listed in a logical order with headings and sub-headings.

**Conclusion**

* Covers judgment/opinion based on information in the body of the report.

1. The report should address the following formatting requirements:

* Text should be formatted in Times New Roman font, size 12 pt
* Text should be double spaced
* Text should be aligned to the left
* Margins (1") on all sides
* Headings should be sized appropriately providing a clear differentiation between sections
* Title page including appropriately-sized (very large) text.

1. Print out the report and keep a copy for use in the tutorial.

## *Useful Resources*

* [Writing a Report](https://www.dlsweb.rmit.edu.au/lsu/content/pdfs/2_assessmenttasks/super_report.pdf) [CC: BY-NC-ND]
* [Report Writing](http://www.betterwritingskills.com/Report_Writing_Sample.pdf) [CC: BY-NC-ND]
* [Academic Report Writing Template](http://www2.elc.polyu.edu.hk/CILL/reports.htm) [CC: BY-NC-ND]

# C] Tutorial (Total 30 minutes)

**Notes to Facilitator**

The participants should be divided into pairs. Each participant will be required to review and mark their partner’s report and award them a mark out of 20.

The facilitator should present the following marking criteria to the class:

* The report contains a title page (2 marks)
* The title page includes appropriately sized (very large) text (2 marks)
* The text is formatted in Times New Roman font, size 12 pt (2 marks)
* The text is double spaced (2 marks)
* The text is aligned to the left (2 marks)
* The report includes margins (1") on all sides (2 marks)
* The report has appropriately sized headings, providing a clear differentiation between sections (2 marks)
* The report consists of three sections (introduction, body and conclusion) (2 marks)
* The report outlines various (more than one) classroom practices/practical strategies that could be implemented in order to support the National ICT vision of the Guyana National ICT Strategy (4 marks).

**Example answer:**

According to Wikipedia ‘*An information society is a society in which the creation, distribution, diffusion, use, integration and manipulation of information is a significant economic, political, and cultural activity’.* Consequently any activity pertaining to digital literacy would support the National ICT vision. The goal of Digital Literacy is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. For example: teaching learners how to find information on the WWW and validate the credibility of the information.

Once marked, the reports should be handed back to the participants.

# Resources Used in this Lesson Unit

Wikianswers. (2011). *Answers corporation*. Retrieved from <http://wiki.answers.com/Q/What_is_the_purpose_of_a_word_processing_software>.

Etheridge, D. (2011). *Microsoft Word 2007 tutorial – free & online*. Retrieved from <http://www.baycongroup.com/wlesson0.htm>.

Microsoft Corporation. (2011). *Word Help and How-to*. Retrieved from <http://office.microsoft.com/en-us/word-help/>.

RMIT University: Study and Learning Centre, Initials. (2008). *Super Tips/Writing a Report*. Retrieved from <https://www.dlsweb.rmit.edu.au/lsu/content/pdfs/2_assessmenttasks/super_report.pdf>.

ICT Guyana. (2006). *ICT4D Guyana National Strategy*. Retrieved from <http://www.ict4d.gov.gy/ictstrategy/ICT4D_Strategy_FinalDraft.pdf>.

Centre for Independent Language Learning. (2010). *Academic Report Writing Template*. Retrieved from <http://www2.elc.polyu.edu.hk/CILL/reports.htm>.

Scribe Consulting. (2011). *Report writing*. Retrieved from <http://www.betterwritingskills.com/Report_Writing_Sample.pdf>.

Lawrenceville Press, Inc. (2007). *Using a Word Processor*. Retrieved from <http://www.lvp.com/chapters/mso20034.pdf>

1. [CC: BY-NC-ND] [↑](#footnote-ref-1)
2. Wikianswers. (2011). *Answers corporation.* Retrieved from <http://wiki.answers.com/Q/What_is_the_purpose_of_a_word_processing_software> [↑](#footnote-ref-2)
3. Microsoft Corporation. (2011). *Word Help and How-to*. Retrieved from <http://office.microsoft.com/en-us/word-help/>. [↑](#footnote-ref-3)
4. Microsoft Corporation. (2011). *Word Help and How-to*. Retrieved from <http://office.microsoft.com/en-us/word-help/>. [↑](#footnote-ref-4)
5. Microsoft Corporation. (2011). Word Help and How-to. Retrieved from <http://office.microsoft.com/en-us/word-help/> [↑](#footnote-ref-5)
6. ICT Guyana. (2006). *ICT4D Guyana National Strategy*. Retrieved from <http://www.ict4d.gov.gy/ictstrategy/ICT4D_Strategy_FinalDraft.pdf>. [↑](#footnote-ref-6)