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] 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].

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

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[1] [CC: BY-NC-ND]

[2] Wikianswers. (2011). *Answers corporation.* Retrieved from
http://wiki.answers.com/Q/What_is_the_purpose_of_a_word_processing_software

- Correct spelling errors
- Make a list
- Change page margins
- Add emphasis to some words
- Quickly add some style
- Save your work.

Word 2010[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](#) (30 minutes).
- [Complete the Offline Course](#) (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](#) (30 minutes).
- [Complete the Offline Course](#) (30 minutes).

If you have had no previous experience using Microsoft Word you may find the video '*Getting Started with Microsoft Word 2010*' 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.

Word 2007[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.

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

TL M01U03 Report on Policy Impact.docx (IS Edition)

Course 1: Create your First Word Document I
- [Complete the online course](#) (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](#) (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](#) useful!

OR

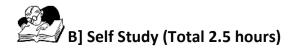| **Word 2003**[5] |
|---|
| [CC: BY-NC-ND] |
| Microsoft developed the online audio course '*Create your First Word Document'* in order to help you:
• Create a document and edit it
• Use menus and toolbars in Word to accomplish basic tasks from changing document margins to undoing changes
• Use basic 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](#) (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](#) useful! |

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

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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.

Portfolio Task

1. The report should outline various classroom practices/practical strategies that could be implemented in order to support the ICT vision of the National Policy/Strategy of your country. For example, from Cambodia it is stated...

   'The long-term vision of Education for All in Cambodia is to ensure equal access to quality basic education for all citizens and to prepare its citizens to play an active role in reconstructing the country as well as integrating Cambodia to the knowledge-based global community. The Ministry of Education, Youth and Sport (MoEYS) is introducing various initiatives to facilitate greater integration of information and communication technology (ICT) to improve the effectiveness of education at all levels and to produce the technologically literate, productive and critically thinking workforce for the country'. (Ref: Min Educ. Cambodia)

2. 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.

3. 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.

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

Useful Resources
- [Writing a Report](#) [CC: BY-NC-ND]
- [Report Writing](#) [CC: BY-NC-ND]
- [Academic Report Writing Template](#) [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).

The group should be divided into pairs (two participants per group). Each individual will be required to review and mark their partner's report and award them a mark out of 20. The facilitator should present the marking criteria to the class:

Types of responses to anticipate:

'*Produce the technologically literate, productive and critically thinking workforce…*'

Any activity pertaining to digital literacy would support the National ICT vision of your country or the Cambodia example. 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.

📚 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

Min. Education, Cambodia (2004). Policy and Strategies on ICT in Education in Cambodia. Retrieved from http://planipolis.iiep.unesco.org/upload/Cambodia/Cambodia_Policies_strategies_ICT.pdf