|  |  |
| --- | --- |
| **Minor Award Name** | Word Processing |
| **Minor Award Code** | 5N1358 |
| **Level** | 5 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Microsoft Word for Beginners | Workbook | This is a workbook on Microsoft word developed for beginners to help with the use of Microsoft Word.  | CeriHartnell82 | <https://www.tes.com/teaching-resource/microsoft-word-booklet-6427310> |
| Describe a typical word processing application in terms of common uses and features including – text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing | Website | This website is useful as it provides access to a wide range of materials on specific topics. This link provides theory lessons on many of the features of a word processing application and the common uses. | Debbie Jones | <http://www.teach-ict.com/gcse_new/software/word_processor/miniweb/index.htm> |
| Identify frequently-used toolbar icons and related functions associated with file handling and text formatting | 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> |
| Create documents applying a range of text processing features **including** – margins and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text | Website | Paul Stafford provides a series of handouts that cover a range of text processing features. The hand outs can be localised with very little effort.  | Paul Stafford | <https://www.tes.com/teaching-resource/word-processing-handouts-6262416> |
| Perform initial document configuration using page setup features to include – headers footers, page numbering, paper size and orientation | Website | Paul Stafford provides a series of handouts that cover a range of document configuration features. The hand outs can be localised with very little effort. | Paul Stafford | <https://www.tes.com/teaching-resource/word-processing-handouts-various-6295053> |
| Apply file management facilities, **including** – creating files and folders, saving files in different formats, copying files and folders, renaming files, accessing file details, finding files using search facility. | Website | This is a really good introduction to file and folder management. You have to ask permission to use in a classroom but it’s free and very easy to get permission | Jan Smith | <http://www.jegsworks.com/lessons/win/filesandfolders/index.html> |
| Apply a range of table features **including** – creating tables, resizing, merging cells, inserting or deleting columns and rows, aligning text, applying borders and shading to tables and sorting table content | Website | This is an excellent guide to creating tables and using some of the tools to enhance it. | ISHEP1308 | <https://www.tes.com/teaching-resource/creating-tables-using-microsoft-word-2007-6050096> |
| Create mail merge and labels | Website | This is a simple guide to create mail merge document | Merline | <https://www.tes.com/teaching-resource/mail-merge-6146507> |
| Produce a range of documents, Assignments, Examinations |  | Paul Stafford provides over 100 resources relating Spreadsheets, PowerPoint, Word Processing & Databases. Included in these resources are activities, exercises, exams and handouts. Paul has given permission for these resources to be used and edited as the user sees fit. | Paul Stafford | <https://www.tes.com/member/paulstafford> |
|  | e-book | Word 2010 For Dummies | Dan Gookin | <http://it-ebooks.info/book/5862/> |
|  | e-book | Microsoft Word 2010 Bible | Herb Tyson | <http://it-ebooks.info/book/2045/> |
|  | e-book | Microsoft Word 2010 Inside Out | Katherine Murray | <http://it-ebooks.info/book/3111/> |
|  | e-book | Word 2013 Bible | Lisa A. Bucki | <http://it-ebooks.info/book/2546/> |
|  | e-book | Word 2013 eLearning Kit For Dummies | Lois Lowe | <http://it-ebooks.info/book/3579/> |
|  | e-book | Microsoft Word 2013 Plain & Simple | Jay Freedman | <http://it-ebooks.info/book/2105/> |

 **Useful Organisations:**

|  |  |
| --- | --- |
| **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> |

|  |
| --- |
| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/><https://alison.com/learn/microsoft-office><https://www.futurelearn.com/courses/categories/online-and-digital><https://www.canvas.net/><http://www.gcflearnfree.org/word2010> |