

# An example of good instructional design

Formatting a document

## Exercise

Let's open the Questions document again from the memory stick...

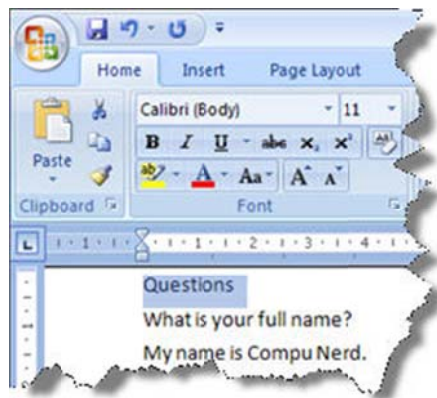
1 Click on the **Office Button**  and then click on 

2 Open the file **Questions**

If you need help, look at page 17...

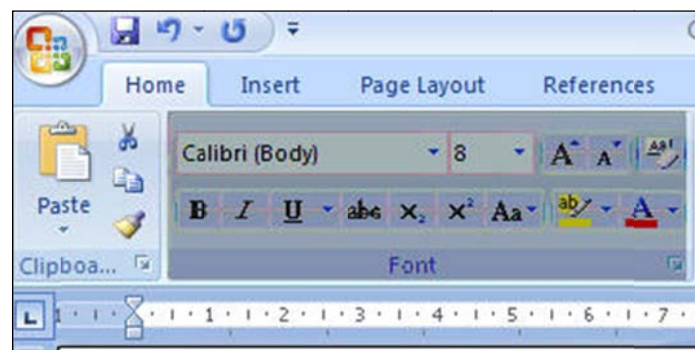
3 **DOUBLE CLICK** (click twice quickly) on the word **Questions**

When you can see a blue box behind the word, it is selected ...

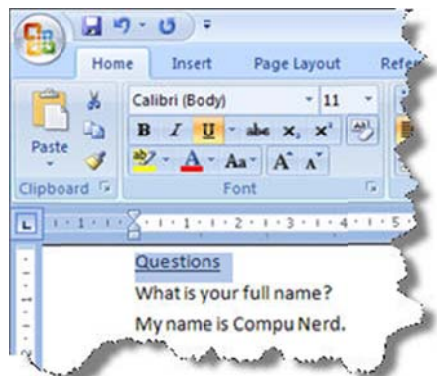


Let's underline this word...

4 Click on the **Underline**  button on the **Home tab**   .



The word is underlined. It is still selected...



Let's make the word bold...

# Some instructional design notes

- use a linear structure and numbers or bullet points to help guide the eye

## Getting started in Word

### Exercise

Let's open the Questions document again from the memory stick...

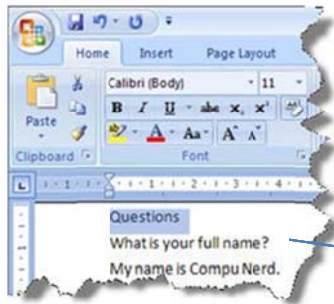
- 1 Click on the **Office Button**  and then click on 

- 2 Open the file **Questions**

*If you need help, look at page 17...*

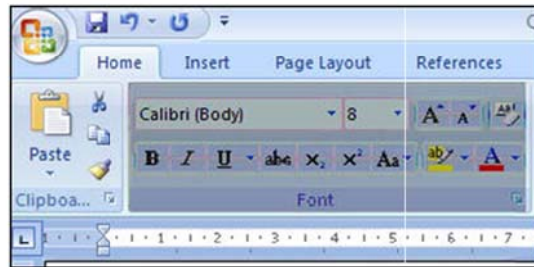
- 3 **DOUBLE CLICK** (click twice quickly) on the word **Questions**

*When you can see a blue box behind the word, it is selected ...*



*Let's underline this word ...*

- 4 Click on the **Underline**  button on the **Home** tab 



*The word is underlined. It is still selected...*



*Let's make the word bold...*

- use examples to illustrate what you want the learner to do. Separate these from text, here with *italics*.

- use plain English

- give definitions of technical terms

- use visuals

- describe effect of instruction/ action

- use plenty of white space to balance the content
- address the learner as 'you'
- begin instructions with a verb
- use simple, short sentences or steps
- repeat instructional language
- don't overuse callouts / text boxes