

STRATEGIES THATWORK

Intel® Learn Easy Steps for CALD learners

# Module 2: Productivity Tools

The *Intel® Learn Easy Steps for CALD learner's* project and the *Strategies That Work* resource kit were developed with the support of the

Victorian Government The resource is filed at:

<http://intelforcald.acfe.vic.edu.au/Resource+kit>



## STRATEGIES THAT WORK

### Module 2/ Lesson 1: Productivity Tools- Word Processor

#### Planning and Delivery Tips- Training Word Processors.

- Skill Set Checklist provide “goals” for module/activities/lessons ie: the core skills and knowledge to be taught. Activities 1-4
- Contextualise the concepts to learners’ needs and experiences eg: Students/Learners will create a ‘Poster for a class event’
- Brainstorm when they might need to create a document and the different types / features
- Easy Steps Online, Module2: Activity 1: Explore Word Processing Basics - use video for demonstration (no audio) or for revision see 2<sup>nd</sup> link for activity cards  
<https://educate.intel.com/helpguide/app.htm?cultureID=en-us&officeID=2010&skillID=null>  
<http://www.intel.com/content/www/us/en/education/intel-learn-easy-steps/easy-steps-activity-cards.html>

#### Key Terms / Vocabulary Extra Resources

- Word Processing
- Toolbar
- Font
- Bold, italics underline
- Increase / decrease
- Backspace key / Delete key
- Insert •Alignment, centre, right align, left align, justify
- Copy/Paste
- Type
- Revise**
- Save, folders
- Cursor
- Application / program

#### Scaffolding

- Unpack the skills / concepts needed - what, why, how etc.
- Font size • Toolbar • Alignment
- Revise skills and knowledge needed from previous Module: Folders, saving, opening a file
- Prepare students for final activity where they create the flyer, with short activities to teach the skills needed with step-by-step instructions using visuals
- Print Word Screen. Teacher shows different parts on Data Show and learner & label.
- Introduce only two or three functions at a time. Learners practice with short activities. See examples in Extra Resources

#### Extra Resources

- Word Processing Basics with pictorial instructions  
<https://support.office.com/en-us/article/Word-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?ui=en-US&rs=en-US&ad=US>
- Word Processing example-  
<http://www.computerhope.com/jargon/w/wordssor.htm>

# STRATEGIES THAT WORK

## Module 2/ Lesson 2: Productivity Tools- Spreadsheet

### Planning and Delivery Tips- Training Spreadsheet makers

- Skill Set Checklist provide “goals” for module/activities/lessons ie: the core skills and knowledge to be taught. Activities 1-3
- Contextualise the concepts to learners’ needs and experiences eg: Students/Learners will create a ‘basic budget’
- Brainstorm the reason for a basic budget discuss Formatting different types / features
- Easy Steps Online, Module2: Activity 1: Explore spreadsheets & workbooks Basics -use video for demonstration (no audio) or for revision <http://easystepsonline.intel.com/module/4/0>

### Scaffolding

- Unpack the skills / concepts needed - what, why, how etc.  
Cells  
Columns  
Rows
- Revise skills and knowledge needed from previous Module: Folders, saving, opening a file
- Prepare students for final activity where they create a basic budget, with short activities to teach the skills needed with step-by-step instructions using visuals
- Print spreadsheet. Trainer shows different parts of Interface, have learners label handout.
- Introduce only two or three functions at a time. Learners practice with short activities. See examples in Extra Resources

### Key Terms / Vocabulary Extra Resources

- Spreadsheet
- Workbook
- Sheets
- Cells/Columns/Rows
- Formulas
- Autosum
- Charts

### Cursors types

- Move/Highlight/Autofill

### Functions and Attributes

- Wrap text
- Merge & Centre

### Revise

- Save, folders
- Application / program

### Extra Resources

- Excel with pictorial instructions  
<http://www.gcflearnfree.org/excel2013/>
- MS Excel example-  
<file:///C:/Users/Leanne%20Tite/Downloads/190-Excel%202013%20Quick%20Start.pdf>
- <https://www.computer-pdf.com/190-excel-2013-quick-start-guide-download>

# STRATEGIES THAT WORK

## Module 2/ Lesson 3: Productivity Tools- Multimedia:

### Planning and Delivery Tips- Training- Multimedia Programs

- Skill Set Checklist provide “goals” for module/activities/lessons ie: the core skills and knowledge to be taught. Activities 1-3
- Contextualise the concepts to learners’ needs and experiences eg: Students/Learners will create a ‘Presentation to Introduce Yourself’
- Brainstorm when they might need to create a document and the different types / features
- Easy Steps Online, Module2: Activity 1: Explore Slideshows & Presentations -use video for demonstration (no audio) or for revision  
<http://easystepsonline.intel.com/module/5/0>

### Scaffolding

- Unpack the skills / concepts needed - what, why, how etc.  
Cells  
Columns  
Rows  
Cursor review
- Revise skills and knowledge needed from previous Module: Folders, saving, opening a file
- Prepare students for final activity where they create a basic budget, with short activities to teach the skills needed with step-by-step instructions using visuals
- Print spreadsheet. Trainer shows different parts of Interface, have learners label handout.
- Introduce only two or three functions at a time. Learners practice with short activities. See examples in Extra Resources

### Key Terms / Vocabulary Extra Resources

- Multimedia
- Presentations
- Slideshow
- Transitions
- Animations
- Text Box  
Images

### Cursors types

Move/Highlight/Rotate

### Functions and Attributes

- Design
- Templates

### Revise

- Save, folders
- Application / program

### Extra Resources

- Excel with pictorial instructions  
<http://www.gcflernfree.org/powerpoint2013/>
- MS PowerPoint example youtube-  
<https://www.youtube.com/watch?v=LWf8Ck8Dk8>