

STRATEGIES THAT WORK

Intel® Learn Easy Steps for CALD learners

Module 3: Introducing Word Processing



The *Intel® Learn Easy Steps for CALD learners* 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 3: Introducing Word Processing

Learn Word Processing Basics: Changing font colour, font size, inserting images, inserting tables, saving a document

Planning and Delivery Tips

- *Skill Set Checklist* provide “goals” for module ie the core skills and knowledge to be taught
- **Contextualise** the concepts to learners’ needs and experiences eg. Students will create a flyer for a class event
- Brainstorm when they might need to create a document and the different types / features
- *Easy Steps Online, Module 3, Activity 1: Explore Word Processing* use video for demonstration (no audio) or for revision

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 learners label
- Introduce only two or three functions at a time. Learners practice with short activities. See examples in Extra Resources

Key Terms / Vocabulary

- 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

Extra Resources

- Word Processing Basics with pictorial instructions <https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxtY2xhaW5lc2xjb21wdXRlcmNsYXNzfGd4OjgwMGlzYzcuZjZlZmMzK>
- Word Processing example <http://en.copian.ca/library/learning/trl/wordprocessing/>