



An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority

## ***Module Descriptor*** **Word Processing**

**Award Type: Minor**  
**Award Level: 3**  
**Award Code: 3N0588**  
**Assessment Code: 3N0588-023**  
**Validation date: 14<sup>th</sup> July 2011**

**Revision 3.0**

## Module Descriptor

**Purpose:** The purpose of this module is to provide the learner with the knowledge, skills and competence to create a limited range of clear and accurate documents using a word processing application within a supervised environment.

**Module Duration: 100 hours**

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. Describe the common uses for and features of a word processing application.
2. Explain the principal functions, terminology and basic commands in a word processing application.
3. Identify the key areas within the word processing window and related standard icons.
4. Demonstrate the use of the mouse and a range of keyboard capabilities.
5. Create documents for personal or work requirements to include opening a new document and modifying an existing document.
6. Apply edit functions to the text of documents.
7. Apply formatting to the text of documents.
8. Proofread a document to include spelling and grammar tools.
9. Save a document in a different location for subsequent retrieval.
10. Print a document.
11. Demonstrate the application of communications, safety awareness and quality awareness in an ICT environment

## Key Learning Points

### Learning Outcome 1:

Describe the common uses and features of a word processing application.

#### Key Learning Points

- Word processing applications
- Common uses of a word processing application
- Main features of a word processing application

### Learning Outcome 2:

Explain the principal functions, terminology and basic commands in a word processing application.

#### Key Learning Points

- Basic commands and functions to include writing/typing, editing, formatting, saving and printing text
- Key word processing terminology to include page layouts, page setup, object insertion, text formats, page breaks, print preview and toolbars
- The concept of 'default'

### Learning Outcome 3:

Identify the key areas within the word processing window and related standard icons.

#### Key Learning Points

- Areas of a word processing window
- Toolbars
- Icons
- Identifying toolbars, to include title bar, menu bar, standard toolbar, formatting toolbar, status bar, vertical scroll bar and horizontal scroll bar
- Identifying key parts of word processing document window, to include view icons, cursor, ruler and mouse pointer
- Identifying different icons

### Learning Outcome 4:

Demonstrate the use of the mouse and a range of keyboard capabilities.

#### Key Learning Points

- Keyboard keys and their purposes
- Identifying the various areas of a standard keyboard
- Parts of a mouse
- Using a mouse
- Short cut functions
- Using short cut functions for word processing
- Using a range of keyboard features including text entry keys, numeric data entry

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| keys, arrow keys, symbol insertion, cursor control, caps lock and num lock               |
| <ul style="list-style-type: none"><li>• Changing text case using the shift key</li></ul> |

<b>Learning Outcome 5:</b>
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Create documents for personal or work requirements to include opening a new document and modifying an existing document.
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<b>Key Learning Points</b>
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| <ul style="list-style-type: none"><li>• Creating a new document</li><li>• Opening a new document using different methods</li><li>• Opening an existing document</li><li>• Icons associated with opening an existing document</li><li>• Setting up page margins</li><li>• Changing page layout</li><li>• Reading and typing text</li><li>• Identifying standard spacings</li><li>• Creating formal and informal letters for personal or work use</li><li>• Editing an existing memo/fax template</li><li>• Saving an existing document as a webpage</li></ul> |
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<b>Learning Outcome 6:</b>
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Apply edit functions to the text of documents.
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<b>Key Learning Points</b>
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| <ul style="list-style-type: none"><li>• Moving text around by using the mouse, arrows keys and shortcuts</li><li>• Inserting text</li><li>• Inserting images</li><li>• Selecting text</li><li>• Using cut, copy, paste and undo/redo features</li><li>• Deleting text</li><li>• Saving text</li><li>• Closing a file</li></ul> |
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<b>Learning Outcome 7:</b>
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Apply formatting to the text of documents.
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<b>Key Learning Points</b>
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| <ul style="list-style-type: none"><li>• Identifying the different formatting icons</li><li>• Emboldening, italicising and underlining text</li><li>• Aligning text and images, changing font, changing font size and font colour</li><li>• Indenting text and inserting bullet points and numbers</li><li>• Inserting page numbers, date and pictures/clip art</li></ul> |
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**Learning Outcome 8:**

Proofread a document to include spelling and grammar tools.

**Key Learning Points**

- Reading over a document to check for spelling, punctuation and spacing
- Using spell check and grammar tools to correct any mistakes in a document
- Print preview
- Purpose of print preview
- Viewing and reflecting on the layout of the document in print preview

**Learning Outcome 9:**

Save a document in a different location for subsequent retrieval.

**Key Learning Points**

- The variety of Save File options available
- The difference between the 'Save' and 'Save as' options
- When to use the 'Save' option
- When to use the 'Save as' option
- Identifying the 'Save' icon
- Identifying the 'Save as' option
- Saving a document into the appropriate folder
- Retrieving a document from the appropriate folder

**Learning Outcome 10:**

Print a document.

**Key Learning Points**

- Identifying print options using different methods
- Printing required number of copies
- Printing a selected area

**Learning Outcome 11:**

Demonstrate the application of communications, safety awareness and quality awareness in an ICT environment.

**Key Learning Points**

- Knowledge of vocational language
- Listening and responding to spoken language
- Reading and writing to obtain and convey information
- Applying appropriate health and safety procedures
- Reflecting on own strengths and weaknesses
- Identifying areas for improvement

## Assessment Specification

<b>Award Title</b>	<b>Word Processing</b>
<b>Award Type</b>	<b>Minor</b>
<b>Assessment Code</b>	<b>3N0588-023</b>
<b>Credit Value</b>	<b>10</b>
<b>Award Code</b>	<b>3N0588</b>

<b>Assessment Type</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
PO	Word Processing E1 Common Uses & features (10%) E2 Key Terminology (10%) E3 Toolbar icons (file handling & text formatting (10%) E4 Create a) Poster b)Letter (30%)	60%	As topic covered in class over the course of the module
SD	Document Editing, Text formatting, Save & Print	40%	End of Module

PO = Portfolio

SD = Skills Demonstration

## Suggested Learning Methodologies

- Skills Demonstrations
- Discussion groups
- Videos/DVD
- Practical work training
- Simulated work environment
- Note taking
- Exercises and activities
- Interactive presentation
- Learner's Diary

## Specific Module Requirements

Computers with a Word Processing application installed  
Access to colour printer

## Suggested Learning Resources

### Text Books:

- **Office 2010 Simplified** by Kate Shoup. Published 2010. Publisher Wiley Publishing ISBN 978-0-470-57194-1
- **Word Processing with Word: Learning Made Simple** by Keith Brindley Published 14/08/2006 Publisher Butterworth-Heinemann Ltd ISBN 9780750681872
- **Start IT: Unit 003: Word Processing - Start IT.** by CIA Training Ltd Published 16/06/2006 Publisher CIA Training Ltd ISBN 9781860055010
- **Absolute Beginner's Guide to Microsoft Office Word 2003** (Absolute Beginner's Guides): 1 (Paperback) by Laura Acklen (Author) Publisher: Que; 6. Aufl edition (15 Jan 2004) ISBN-10: 0789729709 ISBN-13: 978-0789729705
- **Microsoft Word Office 2003: An Introduction to Word Processing (For Beginners)** by Web Wise Seniors (Hardcover - Jun 2008) ISBN-10: 1933404825 ISBN-13: 978-1933404820
- **Brilliant Word 2003 Pocketbook** (Brilliant Pocket Book) (Paperback) by Mr Joe Habraken (Author) Publisher: Prentice Hall (13 Jul 2006) ISBN-10: 0132300893 ISBN-13: 978-0132300896
- **Brilliant Word 2007** (Paperback) by Mr Steve Johnson (Author) Publisher: Prentice Hall (13 Feb 2007) ISBN-10: 0136137059 ISBN-13: 978-0136137054
- **Beginning OpenOffice3 (Beginnning: From Novice to Professional** by Andy Channelle Published 08.12.2008. Publisher APress. ISBN 13: 9781430215905 ISBN 10: 1430215909
- **Apple Training Series: iWork 09** by Richard Harrington. Published 26.03.2009. Publisher: Peachpit Press. Published:26.03.2009 ISBN-10: 0-321-61851-3 ISBN-13: 978-0-321-61851-1
- **Keyboarding & Word Processing, Lessons 1-60** (College Keyboarding) (Spiral-bound) by Susie H. VanHuss (Author) Publisher: SWEP; 17 Pap/Cdr edition (7 Aug 2007) ISBN-10: 0538730242 ISBN-13: 978-0538730242
- **Introduction to Health and Safety at Work** by Phil Hughes and Ed Ferrett ISBN 0-7506-6623-4
- **Ergonomics for Beginners** by Jan Dul, Bernard Weerdmeester Published 19/05/2008 Publisher CRC Press Inc ISBN 9781420077513
- **Oxford English Dictionary**

### Dvds/Videos:

- **Microsoft Word 2003 Video Training CD** by Apex Web Media ASIN: B0007RR3II
- **Microsoft Word 2003: Interactive Training (PC)** by TS Interactive ASIN: 190570710X Release Date: 24 Nov 2006
- **Learn to Use Word 2007 (PC)** by Avanquest Software ASIN: B000QSALYQ Release Date: 08.06.2007

### Internet websites:

Information can be accessed on the following suggested websites (as of June 2011):

<http://www.equalskills.com/> designed as a flexible learning programme that provides the ultimate introduction to basic computer skills.

[www.learninglink.ac.uk/keepfit/index.htm](http://www.learninglink.ac.uk/keepfit/index.htm) A good interactive site which gives useful health and safety tips for working with your computer

<http://alison.com/courses/Word> for information on word processing

[http://iss.leeds.ac.uk/info/316/word\\_processing/173/beginners\\_guide\\_to\\_microsoft\\_word\\_xp/1](http://iss.leeds.ac.uk/info/316/word_processing/173/beginners_guide_to_microsoft_word_xp/1) for information on word processing

<http://www.universalteacher.org.uk/resource/wordprocessor.htm> for information on word processing

[http://bestnetguru.com/abcofcomputing/basic\\_word\\_processing.html](http://bestnetguru.com/abcofcomputing/basic_word_processing.html) for information on word processing

<http://wordprocessing.about.com/> for information on word processing

<http://libraries.hillingdongrid.org/> for information on word processing and resources

<http://www.softwaretrainingtutorials.com/word-2007.php> for free video tutorials on word processing

<http://www.vocabulary.co.il/> for information on literacy and vocabulary.

[www.rug.ie](http://www.rug.ie) a useful guide to words, numbers and with short videos on using ATM's, paying bills etc.



## **Generic Skills: Literacy and Numeracy**

Learners will maintain and keep a **learning diary** throughout the course in order to record and file any useful and relevant information on Word Processing. At the end of each week the learners will complete a short **weekly reflective sheet** in order to reflect on their learning and progress during that week. This will help the learners in developing their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

This diary can be used to as a reference for the learner when filling out the Mid-course Learner Reflection Activity (A2) and the End-of-Course Learner Reflection Activity (A3).

Learners will create a **personal dictionary** of new key words and terms relating to Word Processing. This dictionary will be updated each week and kept in the learning diary.

Learners will add words and terms to a **key word and terminology bank** relating to ICT environment and Word Processing, in the classroom. Learners will find words listed in the text books, magazines, manufacturers' product information and websites.

Learners will complete a number of **Word Searches**. These are **Word Search 1, Word Search 2, Word Search 3, Word Search 4, Word Search 5** and **Word Search 6**.

When learners have had sufficient practice and have gained experience in these, each learner will make up 1 (one) Word Search which will be completed by the group.

Learners will complete a number of **'True or False' Quizzes** when the Learning Outcome (LO) has been achieved. These are **Quiz for LO1, Quiz for LO3, Quiz for LO4, Quiz for LO5 and LO6, Quiz for LO7, Quiz for LO9 and LO10, Quiz for LO11**.

Learners will include in their learning diary all exercises, activities, and notes.

### **Generic Skill: Numeracy:**

Learners will practice **using a calculator**, identifying and locating all keys needed to carry out basic calculations.

Learners will practice using the **numeric keypad** to input numbers into a document.

### **Generic Skill: Teamwork**

Learners will discuss the importance of teamwork with the instructor using the **teamwork guide**.

Learners will work in teams of two on a **teamwork activity** where they will be asked to research, plan and design an information sheet about heritage sites and places of interest in the four provinces of Ireland. Learners will also be asked to prepare, within their teams, a presentation on their work and present this to the rest of the group. Learners will then take part in discussions following their own and other team presentations.

### **Generic Skills: Literacy and Quality Awareness**

Learners will be given a letter to proofread by checking for mistakes. Learners will type the corrected letter. Learners will reflect on the importance of **proof reading**.

Learners will complete an **informal letter** exercise where they will be given sample text and asked to type the text into an informal letter format.

Learners will be shown how to generate templates from Microsoft Word. Learners will complete a **fax template** exercise where they will be asked to input text into a template.

### **Generic Skills: Health and Safety**

Learners will discuss health and safety precautions that are relevant to working with computers with the instructor. Learners will complete an exercise on the importance of following **health and safety** precautions.

### **Practical**

Learners will practice **keyboard skills** until the instructor is satisfied that a required standard is reached.

Learners will practice **input and edit skills**, and also **editing skills** until the instructor is satisfied that a required standard is reached.

Learners will practice **formatting skills** until the instructor is satisfied that a required standard is reached.

**Recommended by:** \_\_\_\_\_  
Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_  
Director Training Policy Development and Support