

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

**Cambridge International Diploma in IT Skills
Standard Level**

Scheme of Work

5284
Word Processing
Core Module



UNIVERSITY *of* CAMBRIDGE
International Examinations

Introduction

This application is designed to build on the word processing skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a word processing package to display information in both electronic and paper form.

What is Assessed in this Module?

Candidates will demonstrate the ability to:

- use and set tabs
- use and set headers/footers
- layout a document
- use a mail merge facility
- import an object
- create simple tables
- add an image

Underpinning Knowledge

Candidates should know how to:

- open and close documents
- create, edit, format and delete text
- use the spell-check and help facilities
- save and print documents

Tutor Preparation Required to Deliver this Module

Below is a checklist of what you will need to set up before you run the course. Some of the items, such as an overhead projector, are optional.

You will need to:

- ideally, have one computer (PC) per candidate with MS Windows 95/98/NT/2000/XP and MS Word 97/2000/2002 preloaded (although candidates can also share PCs)
- ensure that the candidates have access to a printer – local or networked – that all candidates can print to
- create a folder on each PC containing the exercise data from the floppy disc (C:\My Documents) and a folder for candidates to save their work to (C:\My Documents\Candidate)
- have an overhead projector and screen OR PC with LCD projector/large monitor
- have flip chart, pens and whiteboard
- CIE Support Guide
- have name cards, paper and pens for the candidates

General Principles and Procedures

If using a network to deliver this course you may prepare documents showing candidates how to log on.

Important Note

This application module is only available for assessment using Microsoft Word 97, Word 2000 or Word 2002.

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs) Continued				
<ul style="list-style-type: none"> layout a document 	<ul style="list-style-type: none"> 2.3 	<ul style="list-style-type: none"> review skills introduced at Foundation level explain the different aspects of Page set-up: <ul style="list-style-type: none"> paper size margins orientation demonstrate how to use the Ruler by showing the candidates the different ways of indenting text demonstrate how to change the margins using the Ruler and the Page Set up dialogue box show how to set landscape and portrait pages and how to change the paper size through the Page Set up dialogue box explain the difference between hard and soft page breaks demonstrate how to insert and delete page breaks demonstrate how to bullet /number a piece of text showing the range of bullets available from the Bullets and Numbering dialogue box 		<p>Page layout settings should be set before working on a document.</p> <p>The Ruler, if not displayed can be displayed through View, Ruler.</p> <p>Text can be indented or outdented from the Margin.</p> <p>Measurement units used can be changed with Tools, Options, General tab.</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Three (1.25hrs)				
<ul style="list-style-type: none"> • import an object • add an image 	<ul style="list-style-type: none"> • 2.5 • 2.7 	<ul style="list-style-type: none"> • demonstrate how to insert clip art pictures from the gallery • demonstrate how to use pictures/graphics from other sources • identify the different file extensions which may be found when importing objects from different applications • demonstrate the tools available on the Pictures toolbar to edit pictures • demonstrate how to select and import features from other Applications using Inset menu then Object • demonstrate how to copy and paste sections from other applications • demonstrate how to use the Auto shape facility • demonstrate how to select, resize, move and delete an object • demonstrate how to select multiple objects using the Shift key 	<ul style="list-style-type: none"> • CIE Tutor Support Guide • CIE Candidate Support Guide • OHTs • additional exercises for each Performance Criterion 	<p>There are 2 types of file extensions: those which are associated with an application (e.g. .doc,) and independent file types (e.g. RTF, JPEG)</p> <p>To manipulate an object it must be selected. When an object is selected white handles appear around the edge of the object. Text objects appear with white handles and grey borders.</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.5hrs)				
<ul style="list-style-type: none"> create simple tables 	<ul style="list-style-type: none"> 2.6 	<ul style="list-style-type: none"> explain where a table could be used in a document. explain the components of a table demonstrate the use of the Draw Table tool demonstrate how to move around a table showing how the mouse can be positioned to select different elements of the table demonstrate differing ways of: <ul style="list-style-type: none"> inserting and deleting rows / columns changing the height of rows / width of columns changing the alignment of a table / text in a table merging and splitting cells demonstrate grid lines and borders 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>Tables are an effective way of creating a complex page structure, as in the case of forms or invoices.</p> <p>A table comprises rows, columns and cells.</p>

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.5hrs) Continued				
<ul style="list-style-type: none"> use mail merge facility 	<ul style="list-style-type: none"> 2.4 	<ul style="list-style-type: none"> describe the advantages of a mail merge explain the 3 stages of a mail merge: <ul style="list-style-type: none"> create a main document create a data document merge the files together explain that the main document contains the text for the letter and fields which act as placeholders for changing data explain that the process of mail merge is controlled through the mail merge helper (Tools, Mail merge) demonstrate, using the Product file on the trainers disc how to run a mail merge 		<p>A mail merge enables the same letter to be sent to many people with different addresses by storing the addresses in a different file and merging the two files. This process saves the letter being edited each time a new address is to be inserted.</p> <p>The mail merge can be used for any type of database, for example a produce list.</p> <p>Data documents can be created manually or by using the mail merge helper.</p>

Resources

Online Resources

There are many sites available which cover this topic. Useful sites include:

<http://www.baycongroup.com/wlesson0.htm>

This site offers a very good tutorial package for Word 97. The site has several tutorials which build in difficulty. The site is clearly laid out.

<http://www.microsoft.com/office/word/default.asp>

The official Microsoft site for Word. There are plenty of hints and tips on this site with useful screen shots. This site can be accessed in different languages by visiting <http://www.microsoft.com/worldwide> and selecting the appropriate country.

<http://www.learnthat.com/courses/computer/word/>

A free tutorial site offering hints and tips for use in Word for beginners and the more experienced user.

<http://www.electricteacher.com/tutorials.htm>

This site provides step by step details on using some of the functions of Word. The step by step directions include screen shots to visually help you.

<http://www.tutorialbox.com/tutors/off2000/word/>

A free site with tutorials on all Microsoft applications. Useful for all students from beginner to the more experienced.

<http://www.cie.org.uk/CIE/WebSite/UCLESData/Documents/Career%20%26%20Skills%20Awards/IT/Resources/glossary.pdf>

A Glossary of Terms is available on the CIE website, which is useful for this module.

Books

McBride, P K *Skills Award in Information Technology: Standard Level* (Edition 2003)
Cambridge University Press ISBN 0521525284

British Computer Society *A Glossary of Computing Terms* (Edition 1998)
Longman ISBN 0582369673

Other Resources

The built-in Word Help files have many hints and tips with a search facility. Also available is the Windows demonstration presentation which can be used to give an introduction to the Windows operating system.