UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International Diploma in IT Skills Standard Level

Scheme of Work

5284 Word Processing Core Module





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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.

Scheme of Work

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.25hrs)				
introduction and course objectives getting started with MS Word	Criteria	 introduction of trainer, course and candidates launch Word from Office toolbar, desktop icon or Start menu demonstrate Word Taskbar icon revision of skills assessed at Foundation level 	CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion	It is important to let the candidates know what will be assessed at the end of the module. Tutors could provide a checklist with objectives that can be ticked off after each session so that candidates can track their progress. Use the additional exercises to reinforce the skills the candidates have learned for each Performance Criterion. Advise candidates that Word will prompt them to save any unsaved data
				before closing. Remind them it is advisable to do so!

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Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs) Conti	nued			
layout a document	• 2.3	 review skills introduced at Foundation level explain the different aspects of Page set-up: 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 		Page layout settings should be set before working on a document. The Ruler, if not displayed can be displayed through View, Ruler. Text can be indented or out dented from the Margin. Measurement units used can be changed with Tools, Options, General tab.

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Two (1.25hrs)				
• use / set tabs	• 2.1	 revise Indents explain the purpose of Tabs explain the default tabs are set at every ½" but these can be changed demonstrate the different tab alignments: right left centre decimal identify the alignment buttons on the Ruler show candidates the Tabs dialogue box to set Tabs using exact measurements 	 CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	In Word it is generally better to work with tables, but it is important to understand Tabs if you are editing documents in which others have used tabs. If tabs are to be changed in more than 1 paragraph then all paragraphs will need to be selected.
use headers and footers	• 2.2	 demonstrate how to view Headers and Footers from Page layout view explain the options available on the header and footer toolbar demonstrate the use of the page numbering feature demonstrate how to format page numbers 		Headers and footers are used to create text that repeats on every page. This can include information such as page numbers, document information, watermark graphics and logos. Page numbers can be used through the dedicated Page Numbering feature. Using this facility creates page numbers in a text box which 'floats' over the page.

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Three (1.25hrs)				
import an object add an image	2.52.7	 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 	 CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	There are 2 types of file extensions: those which are associated with an application (e.gdoc,) and independent file types (e.g. RTF, JPEG) 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.

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.5hrs)				
create simple tables	• 2.6	 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: 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 	 CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	Tables are an effective way of creating a complex page structure, as in the case of forms or invoices. A table comprises rows, columns and cells.

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.5hrs) Cont	inued			
use mail merge facility	• 2.4	 describe the advantages of a mail merge explain the 3 stages of a mail merge: 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 		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. The mail merge can be used for any type of database, for example a produce list. Data documents can be created manually or by using the mail merge helper.

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.