

Creating documents - Learning guide

This session is a blend of a Learn My Way course and offline practise activities.

Resources:

- A device with internet access
- A word processing program (online or offline)
- [Learn My Way Course: Creating documents -](https://www.learnmyway.com/courses/creating-documents)
<https://www.learnmyway.com/courses/creating-documents>
- Creating documents practise activity (print off)
- Start your CV practise activity (print off)

LEARN

- What a word processor is and what it can be used for
- How to use a word processor to create documents
- How to layout a CV and a poster
- How to print and share documents
- How to use offline and online versions of word processors

DO

- Navigate to the Learn My Way course Creating documents.
- Complete the first two topics of the course:
 - Getting started with documents
 - Making documents easy to read
- After completing the first two topics of the course, try the CV practise activity. Discuss the results with a centre manager/friend or helper.
- Next, complete the rest of the Learn My Way Course:
 - Making documents stand out
 - Making changes and sharing documents
 - Creating documents quiz
- **Optional:** If you have completed the online course faster than expected, have a go at the Creating documents practise activity and look at the resources.

REFLECT

How did you find the session? Can you remember key information? e.g. how do you spell check a document, change the colour of text, share a document with others? Would you be able to show someone else?

NEXT STEPS

Use online resources outside of the session.

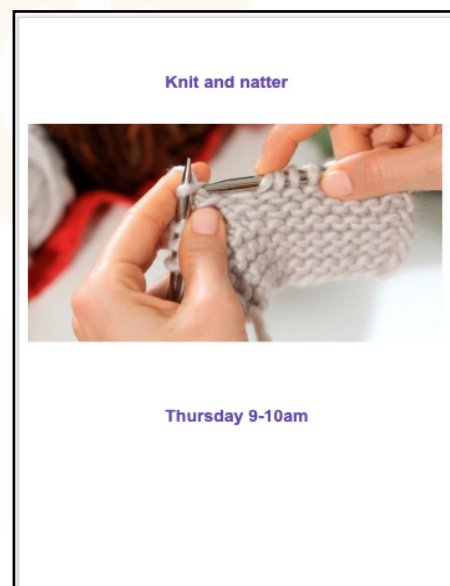
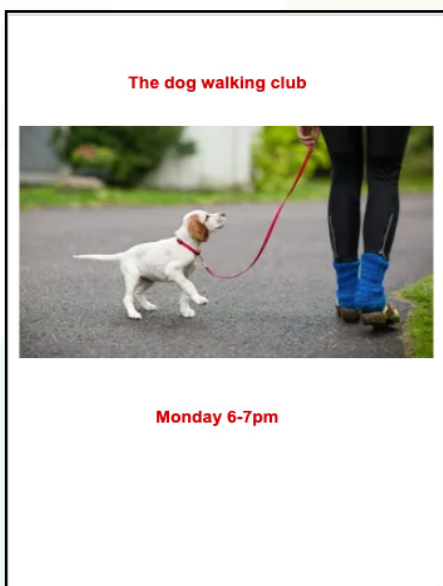
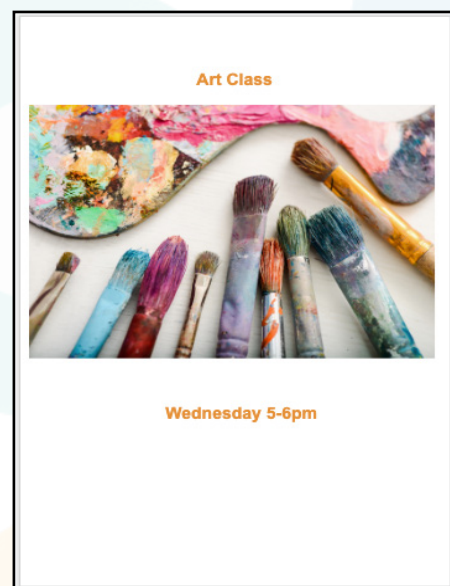
Tip: If you're new to typing and word processors, the text can seem a bit small. You can zoom in on the page if you are struggling, so that text appears larger.

Activity:

In your word processor create a poster about a hobby or recent event at the centre please make sure you include the following things:

- A header
- Find a picture from the internet and insert it into your document

You can use the examples below to help you:



If you are struggling to find the right buttons then go back through the course to help you. And don't forget to save your document.

Activity:

In your word processor, type the CV below and try to make sure you include the following features:

- A bulleted list
- A bold font
- Large font size
- A different coloured font
- Paragraphs

If you are struggling to find the right buttons then go back through the course to help you. And don't forget to save your document.

Jaycee Smith

17 Street Avenue
Cityfield
A1 B09

Tel: 01234 123456

Mobile: 01234 1234567

Email: Jaycee@mail.co.uk

Qualifications:

- GCSE English
- GCSE Maths
- GCSE Science