

Learning guide: Office programs

This session is a blend of online learning using Learn My Way and offline practise activities.

Resources

- A device with internet access.
- A Learn My Way account (learnmyway.com).
- The “Match the features” handouts (see later in this guide).

Learn

- What we mean by ‘office programs’.
- The difference between online and offline programs.
- What document, presentation and spreadsheet programs are and how they can be used.
- What the differences are between free and paid for office programs.

Do

- Have Learn My Way open on the computer.
- Navigate to the Learn My Way subject **Working with office programs**.
- Complete the following topics:
 - **Introduction to office programs**
 - **Different types of office programs**

Reflect

- Can you remember key information? Can you remember key information? e.g. e.g. what is a spreadsheet program, what are some examples of online office programs?
- Would you be able to show someone else?

Next steps

- Complete the **Match the features** activity. Discuss the results with your tutor.

Match the features

Below are a list of features of online and offline programs.

Draw a line to identify which feature belongs to each type of program.

Offline

Need to download and install.
Save files to your computer or memory stick.
Run without an internet connection.
You need an online account.
You don't need an online account.
You don't need to download and install.
Can be accessed from any computer with an internet connection.

Online