Learning guide: Creating documents

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 "creating documents practise" and "CV practise" handouts (see later in this guide).

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

- Have Learn My Way open on the computer.
- Navigate to the Learn My Way subject **Working with office programs**.
- Complete the following topics:
    - **Basics of documents**
    - **Making documents easy to read**
- Complete the **CV practise** activity. Discuss the results with your tutor.
- Complete the following topics:
    - **Making text stand out**
    - **Changing and sharing documents**

Reflect

- Can you remember key information? 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

- Complete the **creating documents** activity. Discuss the results with your tutor.

CV practise

Using a word processor, create a CV for the person below.

Make sure you include the following features:

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

Jaycee Smith
17 Street Avenue
Cityfield
A1 B09

Tel: 01234 123456
Email: jaycee789@mail.co.uk

Qualifications:
- GCSE English
- GCSE Maths
- GCSE Science

Creating documents practise

Using a word processor, create a poster about a hobby or recent local event. You can use the examples below to help you.

Make sure you include the following things:

- A header
- A picture from the internet

The gardening group

Tuesday 9-10am

Art Class

Wednesday 5-6pm

The dog walking club

Monday 6-7pm

Knit and natter

Thursday 9-10am