Training Fiche

|  |  |
| --- | --- |
| **Title** | **Developing digital content - Integrating and re-elaborating digital content** |
| **Keywords (meta tag)** | **Word document, Excel spreadsheet, PPT** |
| **Provided by** | **Learning Innovation Ltd.** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* |  | | *Communication & collaboration* |  | | *Digital content creation*  *Safety*  *Problem solving* | *X* | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| At the end of this module you will be able to:   * Create and edit digital content in different formats (Word, Excel, PPT). * Edit Word document for writing an official letter or a CV. * Edit Excel spreadsheets for calculating or summarizing data. * Save your products. | |
| **Description** | |
| In the first part of the course, we will help you to create a word document. At the end of the course you will find a website that can help you further.  In the second part of the course we will help you to create an excel spreadsheet. At the end of the course you will find a website that can help you further.  In the third part of the course we will help you to create a Power Point Presentation. At the end of the course you will find a website that can help you further. | |
| **Contents arranged in 3 levels** | |
| 1. **Module name: Digital content creation**    1. **Name: Word Document**       1. **Section Name: How to open a new word document?**       2. **Section Name: Use access toolbar: layout and tabs/fonts**       3. **Section Name: Use access toolbar: layout and tabs/fonts**       4. **Section Name: Use access toolbar: layout and tabs/positioning**       5. **Section Name: Use access toolbar: layout and tabs/positioning**       6. **Section Name: Use access toolbar: layout and tabs/positioning**       7. **Section Name: Use access toolbar: layout and tabs/colouring**       8. **Section Name: Delete**       9. **Section Name: Copying pictures and texts**       10. **Section Name: How to save your document?**       11. **Section Name: How to print your document?**       12. **Section Name: More about Word…**    2. **Name: Excel Spreadsheet**       1. **Section Name: How to open a new excel document?**       2. **Section Name: Use access toolbar: layout and tabs/fonts**       3. **Section Name: Use access toolbar: layout and tabs/fonts**       4. **Section Name: Use access toolbar: layout and tabs/positioning**       5. **Section Name: Use access toolbar: layout and tabs/colouring**       6. **Section Name: Use access toolbar: layout and tabs/borders**       7. **Section Name: Use access toolbar: layout and tabs/alphabetical order**       8. **Section Name: Use access toolbar: layout and tabs/summarize**       9. **Section Name: Use access toolbar: layout and tabs/delete**       10. **Section Name: Use access toolbar: layout and tabs/** **How to save your spreadsheet?**    3. **Name: Power Point Presentation (PPT)**       1. **Section Name: How to open a new PPT?**       2. **Section Name: Use access toolbar: layout and tabs/fonts**       3. **Section Name: Use access toolbar: layout and tabs/fonts**       4. **Section Name: Use access toolbar: layout and tabs/ positioning**       5. **Section Name: Use access toolbar: layout and tabs/ positioning**       6. **Section Name: Copying pictures and texts**       7. **Section Name: Use access toolbar: layout and tabs/delete**       8. **Section Name: How to save your PPT?** | |
| **Contents in bullet points** | |
| 1. **Create Word Document**  * **Format and colour the fonts** * **Format and colour the text** * **Insert text and picture** * **Save and delete**  1. **Create Excel**  * **Format and colour the fonts** * **Format and colour the cells** * **Save and delete** * **Summation**  1. **Create PPT**  * **Format and colour the fonts and text** * **Insert text and pictures** * **Save and delete** | |
| **5 glossary entries** | |
| **Fonts:** A font is a set of printable or displayable text character s in a specific style and size. The type design for a set of fonts is the typeface and variations of this design form the typeface family.  **Data:** Information is sometimes called data.  **Toolbar:** An area in a window in which commands and other controls are displayed in functionally related groups. A ribbon can be divided into multiple views, known as tabs, and every tab can contain multiple groups of controls. Typically, a ribbon appears at the top of a window. | |
| **Bibliography and Further References** | |
| <https://www.wikihow.com/Save-a-Microsoft-Word-Document>  <https://www.youtube.com/watch?v=S-nHYzK-BVg>  <https://www.youtube.com/watch?v=rwbho0CgEAE>  <https://www.youtube.com/watch?v=XF34-Wu6qWU> | |
| **Related Material** |  |
| **Related PPT** | Module 3A Digital Content Creation |
| **Reference Link** |  |
| **Demo video** |  |