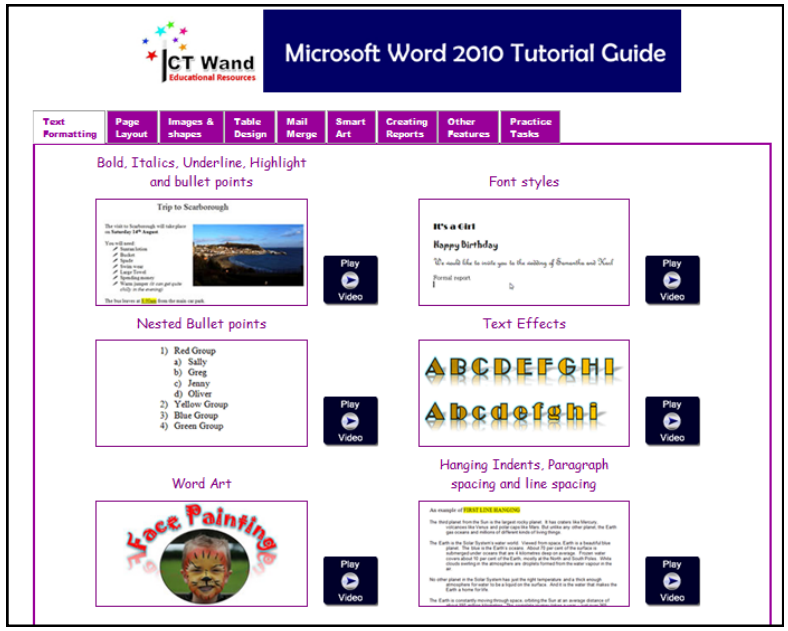
MS Word 2010 Video Tutorials



- 65 Video tutorials.
- 17 Practice tasks—complete with images, text files and links to video tutorials.
- Designed specifically for pupils and teachers.
- Site licence. The package can be added to a VLE, intranet or secure website, can be placed on the school network or used directly from the CD.
- Can be used flexibly in a variety of ways.
- Ideal for whole class use, personalised learning, home use, libraries and staff CPD

CT Wand
Educational Resources

How will you use yours?

The beauty of this product is the many different ways that it can be used in school

Use with a full class : Introduce new skills and techniques by playing video clips to the whole class.

Support for teachers : Non specialists delivering discrete ICT will find the video clips invaluable but also teachers utilising ICT for their own subjects will find the range of clips extremely useful.

Review and re-watch : Pupils can revise skills and techniques, or re-watch clips, allowing them to feel more supported and confident in using the software and work at their own pace.

Extending learning : Ideal for setting pupils extension work with 17 practice tasks that come complete with all the files pupil will need to complete the task and video tutorials to help them tackle new challenges.

Independent learning : Whether it is in the library, at home or during a lesson—the video clips help encourage independence and provide additional support for pupils.

Training : The video clips will help all members of staff to build their confidence and expertise in use Microsoft Word.

Cover lessons : 17 practice tasks or set your own, supported by the video clips.

Text Formatting

- Bold, italics, highlight, underline—basic text formatting
- Font styles
- Bullet points and nested bullet points
- Text effects and Word Art
- Hanging indents, paragraph spacing and line spacing

Page Layout

- Alignment
- Page borders
- Landscape / Portrait
- Simple columns
- More on columns
- Newspaper articles
- Newsletters
- Using text boxes
- Setting the ruler
- Margins

Images and Shapes

- Adding images
- Text wrap
- Artistic effects
- Creating interest with picture shapes
- Using shapes in a word document

Table Design

- Inserting a table
- Drawing a table
- Adding a row
- Inserting a column
- Deleting rows and columns
- Altering height of rows
- Altering width of columns
- Merging cells
- Adding borders
- Shading
- Text direction
- Cell alignment

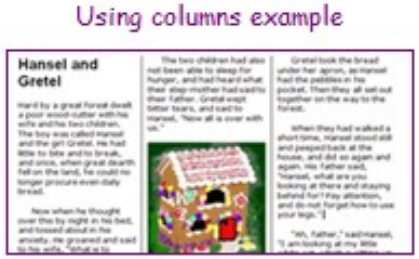
Mail Merge

- Setting up a simple database for a mail merge
- Creating a mail merge letter
- Using filter tools when mail merging
- Creating address lables
- Creating a merged report instead of a letter

Smart Art

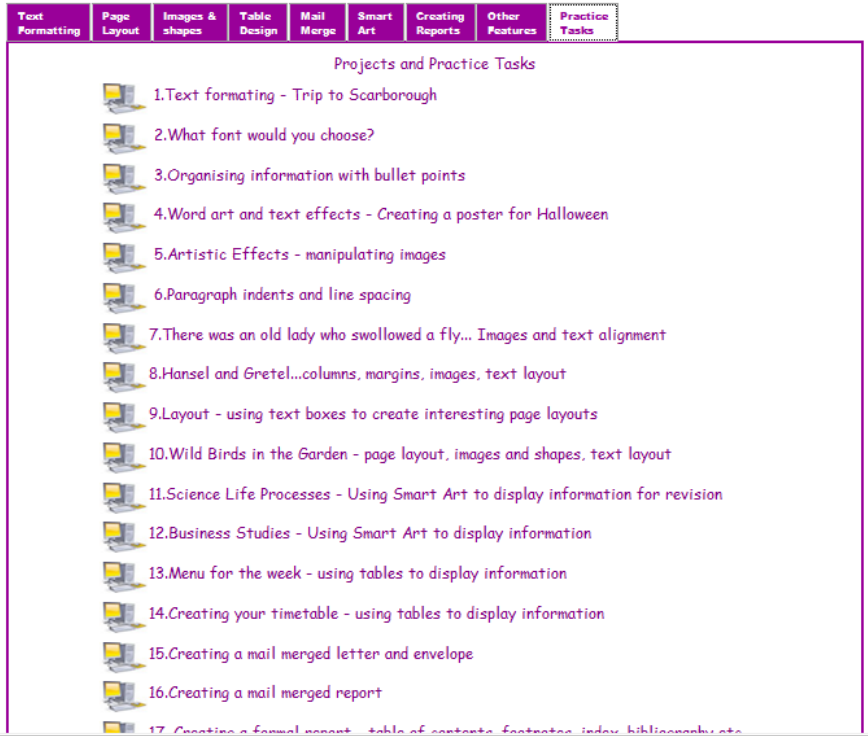
- Inserting a Smart Art diagram
- Using Smart Art
- Adding images to Smart Art
- Examples—creating a cycle
- Examples—creating a pyramid

Simple and easy to use toolbar runs across the top of the application.



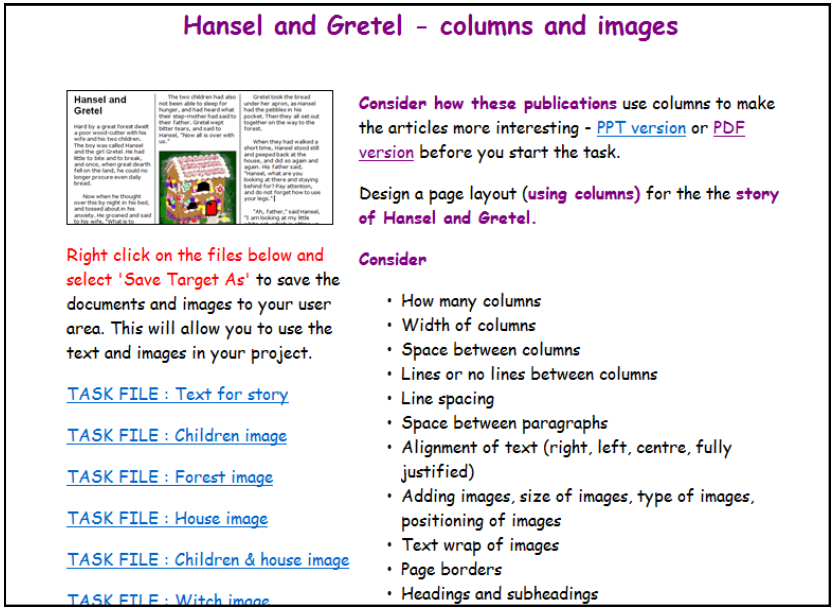
Illustrations help pupils and teachers to decide which video tutorials they need to access.

Simple icons make using the package very easy

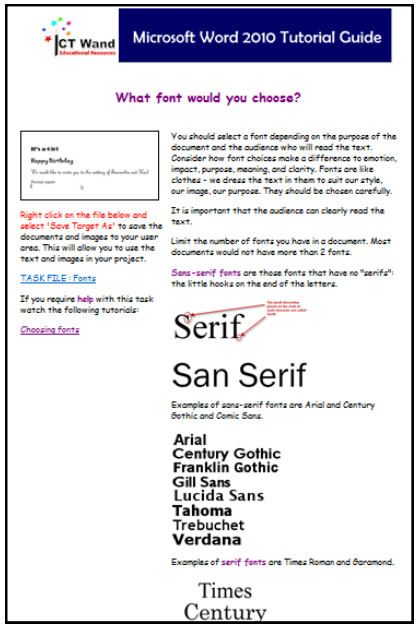


17 practice tasks, complete with files and links to video tutorials

Practice Tasks



As you can see from the practice task above, care has been taken to consider how learning can be moved forward. A PowerPoint file has been included, illustrating how columns have been used in various types of publications. The documents shows how layout choices such as spacing between columns, alignment of text, use of headings, number of columns, columns widths etc, has impacted on the overall effect. This is designed to help the pupil consider more carefully how they will use columns in the practice task. There are links to video clips to help use columns and change the settings. All the text and images are included so the pupil can concentrate on developing their skills.



Microsoft Word 2010 Tutorial Guide

What font would you choose?

You should select a font depending on the purpose of the document and the audience who will read the text. Consider how font choices make a difference to emotion, impact, purpose, meaning, and clarity. Fonts are like clothes - we dress the text in them to suit our style, our image, our purpose. They should be chosen carefully.

It is important that the audience can clearly read the text.

Limit the number of fonts you have in a document. Most documents would not have more than 2 fonts.

Sans-serif fonts are those fonts that have no "serifs": the little hooks on the end of the letters.

Right click on the file below and select 'Save Target As' to save the documents and images to your user area. This will allow you to use the text and images in your project.

TASK FILE : Fonts

If you require help with this task watch the following tutorials:

Choosing fonts

Serif

San Serif

Examples of sans-serif fonts are Arial and Century Gothic and Comic Sans.

Arial
Century Gothic
Franklin Gothic
Gill Sans
Lucida Sans
Tahoma
Trebuchet
Verdana

Examples of serif fonts are Times Roman and Garamond.

Times
Century

Microsoft Word 2010 Tutorial Guide

Mail Merge

Right click on the files below and select 'Save Target As' to save the documents and images to your user area. This will allow you to use the text and images in your project.

TASK FILE :Text for letter

Excel database of customers

TASK FILE : CSV format

Challenge 1 : Mail Merge Letters

You have been asked to produce an a mail merged letter inviting customers to a special event, celebrating the first year of Green Leaf Garden Centre being open.

The text and layout for the practice letter is already prepared (on left).

The list of names and addresses is also already prepared (files on left).

If you require help with this task, watch the following tutorials:

Mail Merge

When you have created the mail merge letter (print the first 3 letters as examples)

Challenge 2 : Creating Lables

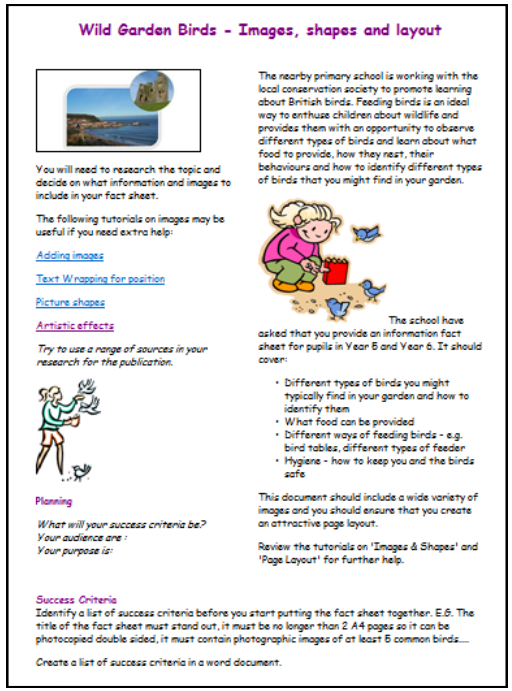
As well as letters, you will need some labels for the front of the envelopes.

Watch this video on how to create the labels

Challenge 3 : Selective Mail Merge

Sometimes you only want to print a few letters directed at particular customers. Can you use the mail merge to create letters only for the customers who live in Hessel.

Watch this video on how to create filters for mail merged documents



Wild Garden Birds - Images, shapes and layout

You will need to research the topic and decide on what information and images to include in your fact sheet.

The following tutorials on images may be useful if you need extra help:

Adding images

Text Wrapping for position

Picture shapes

Artistic effects

Try to use a range of sources in your research for the publication.

Planning

What will your success criteria be?
Your audience are :
Your purpose is:

The nearby primary school is working with the local conservation society to promote learning about British birds. Feeding birds is an ideal way to enthuse children about wildlife and provides them with an opportunity to observe different types of birds and learn about what food to provide, how they nest, their behaviours and how to identify different types of birds that you might find in your garden.

The school have asked that you provide an information fact sheet for pupils in Year 6 and Year 6. It should cover:

- Different types of birds you might typically find in your garden and how to identify them
- What food can be provided
- Different ways of feeding birds - e.g. bird tables, different types of feeder
- Hygiene - how to keep you and the birds safe

This document should include a wide variety of images and you should ensure that you create an attractive page layout.

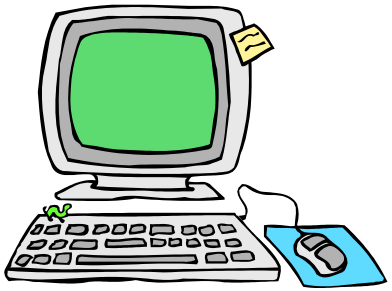
Review the tutorials on 'Images & Shapes' and 'Page Layout' for further help.

Success Criteria

Identify a list of success criteria before you start putting the fact sheet together. E.G. The title of the fact sheet must stand out, it must be no longer than 2 A4 pages so it can be photocopied double sided, it must contain photographic images of at least 6 common birds....

Create a list of success criteria in a word document.

The practice tasks cover a range of skills from simple formatting to creating mail merged documents. There is a range of difficulties and plenty of scope for turning some of the tasks into longer challenges.



Installations

The word tutorial video files are WSF format (flash based).

The main display pages are created in HTML as web pages.

The site licence covers all members of teaching staff, support staff and pupils to use the tutorial package but schools must not allow anyone beyond the organisation to access the materials.

Option 1 : Copy to central server and link to **intranet or external website** (with secure access). It is important that if the materials are placed on an external website or extranet that pupils & staff must login to stop unauthorised people viewing the materials.

Option 2 : Upload to a VLE (virtual learning environment) and place a weblink from your VLE to the tutorial package.

Option 3 : Copy to shared area of your **school network** and place a short cut link from the desktop

Option 4 : Use as a stand alone copy by either working with the tutorial package **directly from the disk** or **copying it onto the hard drive** of a laptop or computer.

It has been designed with flexibility in mind.

Orders can be placed using PayPal on the website www.ictwand.com
Or you can place a telephone order on 01723 870261.
Or email your order to ictwand@btconnect.com
Or send your order by post to 1 Dale Avenue, Burniston, Nr Scarborough, North Yorkshire.

The product is sent out on CD. The Product name is Microsoft Word 2010 Tutorial Package and the Product number reference is MSWord 2010. We are currently not VAT registered.

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