



Overview of the activity

The activity illustrates a sample of a task that combines individual work at home and group work in the classroom environment.

Objective of the activity

The main objective is to encourage and motivate learners to use online platforms to educate themselves at home. Yet, thanks to this particular activity the learners will gain know-how related to MS Word 2019/365 so as to ensure efficacy, efficiency, and attractiveness on the labour market since the knowledge of MS Office belongs to the group of skills in demand.

Lesson / Session Plan.

What are the steps to complete the activity?



1. Enter the following course from Alison titled: "Introduction to Microsoft Word 2019/365" - <https://alison.com/topic/learn/96856/introduction-learning-outcomes>
2. Go through all five modules; watch the videos carefully and simultaneously try out the functions in a blank Word file;
3. Do all of the exercises in the practice section according to the instructions provided;
4. Save the document;
5. Turn to your educator in order to receive general feedback or advice in case of doubt;
6. For educators: ask a volunteer to present how to perform the tasks in question to the whole group to ensure active participation.

Evaluation of activity

The evaluation is done by the teacher's review.

Materials:

The following materials will be needed: ·Computer;
·MS Office.



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