

## Methodological tool: < Create your document >

Number of methodological Tool	EUPANEXT_LL_77_M_01
Work Area Code and Title	Work Area 9: ICT SKILLS
Unit Code and Title	Unit 1: USE WORD PROCESSING SOFTWARES TO PRODUCE NON-ROUTINE DOCUMENTS
Learning Outcome Number and Title	LO077: Demonstrate ability to use Word Processing techniques at an intermediate level to produce non-routine documents
Objective of the methodological tool	After the completion of this activity, participants will be able to understand the basic functions of word processing.
Approximate Time needed for the completion of this exercise	10 min.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	<ol style="list-style-type: none"> <li>1. Create a Word document</li> <li>2. Insert a table with 3 rows and 5 columns</li> <li>3. Make it light blue (whichever design you like)</li> <li>4. Type or copy paste whatever you want, as long as there is text in every cell</li> <li>5. Align text Center Left</li> <li>6. Insert a header and a footer (incl. page numbers)</li> <li>7. Insert a footnote in a cell</li> <li>8. Insert a caption with the table's name below it</li> <li>9. Perform a spelling check and autocorrect mistakes</li> <li>10. Mail merge the document and send it to each other</li> </ol>
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	

