

Methodological tool: Creating professional documents

Number of methodological Tool	EUPA_LO_033
Work Area Code and Title	WA9 ICT Skills
Unit Code and Title	2.17 Use word processing software to produce simple routine documents
Learning Outcome Number and Title	LO033: Demonstrate the ability to use word processing software safely and securely to produce simple documents that meet the requirements of the office.
Title of methodological tool	Creating professional documents
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Create, format, save and print a document. 2. Create and format a table
Individual or group exercise	<input checked="" type="checkbox"/> Individual
Type of methodological tool	<input checked="" type="checkbox"/> Exercise using ICT
Description of the exercise	<p>Part A: The participants are given the document presented in the next page and are requested to create, format, save and print it. Then, participants must close and open the document again.</p> <p>PART B: Participants are requested to create and format a table.</p> <p>PART C: Ask them to save the file in a particular folder and then ask them to retrieve it</p>
Exercise is accompanied by	<ol style="list-style-type: none"> 1. A document to be reproduced by the learners 2. A table to be reproduced by the learners
Exercise solution	As presented by the document to be reproduced by the learners.
Other comments to the trainer	The trainer should pay attention to details of formatting.