

# BLENDED LEARNING TRAINING PACKAGE



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## Handbook – Module 1 Office applications

## Module 1 “Office applications”

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## Introduction to Handbook

This document is part of the handbook developed for output 3 “Blended learning training package” of the Free Technology Signs Project.

For more information about the project visit: <https://freetechnologysigns.eu/>

The handbook consists of 4 documents each covering one of the following modules and topics:

### **Module 1: office applications**

Topic 1.1: word processing programmes

Topic 1.2: spreadsheet programmes

Topic 1.3: presentation programmes

### **Module 2: online behaviour**

Topic 2.1: online research

Topic 2.2: online accessibility

### **Module 3: digital media content**

Topic 3.1: video production

Topic 3.2: graphics

Topic 3.3: social media

### **Module 4: legal & services**

Topic 4.1: cloud services

Topic 4.2: GDPR

In this handbook you find a training plan, worksheets for learns and assessment questions for each of the topics covered in the module.

We advise you to check out the following other project outputs to be able to fully implement the training plan:

- Curriculum  
available for download at:  
[https://freetechnologysigns.eu/material/FTS\\_Curriculum\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_Curriculum_EN.pdf)
- Videos covering each topic:

Available to watch at: <https://freetechnologysigns.eu/results/#output2>

- Vocabulary list

available to use at: <https://freetechnologysigns.eu/vocabulary/>

- Plain texts for all topics with accompanying pictures:

Available for download at: [https://freetechnologysigns.eu/IO2/Plain\\_Language\\_EN.pdf](https://freetechnologysigns.eu/IO2/Plain_Language_EN.pdf)

- Presentation to use when implementing the training:

available for download at:

Module 1: [https://freetechnologysigns.eu/material/FTS\\_presentation\\_M1\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_presentation_M1_EN.pdf)

Module 2: [https://freetechnologysigns.eu/material/FTS\\_presentation\\_M2\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_presentation_M2_EN.pdf)

Module 3: [https://freetechnologysigns.eu/material/FTS\\_presentation\\_M3\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_presentation_M3_EN.pdf)

Module 4: [https://freetechnologysigns.eu/material/FTS\\_presentation\\_M4\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_presentation_M4_EN.pdf)

- Training plans for other modules:

available for download at:

Module 1: [https://freetechnologysigns.eu/material/FTS\\_handbook\\_M1\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_handbook_M1_EN.pdf)

Module 2: [https://freetechnologysigns.eu/material/FTS\\_handbook\\_M2\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_handbook_M2_EN.pdf)

Module 3: [https://freetechnologysigns.eu/material/FTS\\_handbook\\_M3\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_handbook_M3_EN.pdf)






Module 4: [https://freetechnologysigns.eu/material/FTS\\_handbook\\_M4\\_EN.pdf](https://freetechnologysigns.eu/material/FTS_handbook_M4_EN.pdf)

## Topic 1.1: Word processing programmes

### Training plan



<https://tools.equalizent.eu/files/play/0/-1/9ee829f2-5323-4df9-8151-03a13934dbef>

 Time	 Activity (keywords only)	 Methodology	 Media and materials	 Comments
10 minutes	<b>Warm-up Activity</b> Ask learners: How have they already used word processing programmes? Summary by trainer on a mind-map	Class	Whiteboard or online whiteboard	
20 minutes	<b>Video:</b> Watch the video Trainer asks: What did you understand? What was new?	Class	Video	

	Rewatch video. Stop after each scene. Trainer shows content of video in word processing programme.			
45 minutes	<b>Activity 1: Formatting</b> Trainer shows in word processing programme: font size, font type, font colour, bold, cursive, underlining, text alignment, spacing, later case, layout, insert graphics. Share worksheet “Formatting” Exercise 1: participants re-create the text with same formatting in word processing programme. Exercise 2: Participants follow the instructions for formatting.	Class Individual work Assignment Practical exercise	Laptop/PC for every participant Worksheet “Formatting”	
30 minutes	<b>Vocabulary</b> Worksheet “word processing programmes - vocabulary”: list of difficult vocabulary – participants look up each word on Free Technology Signs vocabulary list –	Individual work Assignment	Laptop/PC for every participant Worksheet “Vocabulary”	

	<p>record a video of themselves:</p> <p>content: for every word on the worksheet: sign, fingerspelling of word, explanation in sign language</p> <p>Send video to trainer (e.g. via WeTransfer)</p>		Vocabulary List on Free Technology Signs website	
45 minutes	<p><b>Activity 2: Use of templates</b></p> <p>Trainer shows participants templates in word processing programmes.</p> <p>Participants choose favourite templates for:</p> <p>CV</p> <p>business letter</p> <p>...</p> <p>They adapt some of the formatting in each template.</p>	<p>Individual work</p> <p>Assignment</p>	Laptop/PC for every participant	
30 minutes	<p><b>Activity 3: Grammar &amp; spelling</b></p> <p>correction, online cooperation:</p> <p>Trainer sends each participant 1 page from worksheet "Plain language – with mistakes"</p>	<p>Individual work</p> <p>Group work</p> <p>Digital training</p> <p>Practical exercise</p>	<p>Laptop/PC for every participant</p> <p>Worksheet "Grammar &amp; spelling correction</p> <p>Account to create</p> <p>Google Doc (trainer)</p>	



	<p>Participants use grammar &amp; spelling correction to correct text.</p> <p>Trainer creates a GoogleDoc and shares link with participants.</p> <p>Participants upload their part of the corrected texts.</p> <p>Participants download whole text without mistakes as pdf.</p>			
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## Vocabulary List

For the following words you can find a video with the sign, an explanation in plain written language and an accompanying picture in the vocabulary section of the Free Tech Signs website (<https://freetechnologysigns.eu/vocabulary/>)

- blog
- curriculum vitae
- eBook
- formatting
- layout
- margins
- page orientation
- templates

# WORKSHEET “Formatting – text”

## Practice Sheet for the Learner

**Module:** M1 – office applications

**Topic:** 1.1 word processing programmes

**Exercise:** formatting

**Duration:** 25 minutes

### Use this text for the tasks in worksheet “Formatting – exercises”:

Sarah needs to write a report for her boss. Sarah wishes that: The report is well structured. The report has a nice layout. Sarah wants to insert pictures into the report. This makes the report better understandable. Sarah often uses word processing programmes. Sarah knows: There are many helpful functions. They help with compiling a report. Sarah has never used these functions before.

Don't worry, Sarah! We have a look at them together: What are word processing programmes? What can you use word processing programmes for? What functions do they have?

Word processing programmes are software. What do you use them for? To write text documents, CVs or reports. Text processing is a computer programme that is used often. There are many possibilities for writing documents. Text processing programmes are used in many areas: Business world, private use, education, journalism, publishing houses and literature.

What functions do word processing programmes have?

Writing, editing, saving and printing documents

Copying, pasting, moving and deleting text in a document

Formatting texts like, for example: font type, bold, cursive, underlining.

Creating and editing tables

Inserting elements from other programmes, for example: pictures and photos.

Proof reading for spelling and grammar mistakes

You can create many different things using word processing programmes. For example: an e-book, a blog post, a magazine, a letter, a reminder, a CV, a marketing plan, a business plan.

Examples of word processing programmes are:

Microsoft Word

Google Documents

LibreOffice Writer

OpenOffice Writer

Apple Pages.

# WORKSHEET “Formatting – exercises”

Practice Sheet for the Learner

**Module:** M1 – office applications

**Topic:** 1.1 word processing programmes

**Exercise:** formattting

**Duration:** 25 minutes

**Exercise 1:** Format the text from WORKSHEET “Formatting – text” so that it looks the following way:

**Sarah needs to write a report for her boss.**

Sarah wishes that:

The report is well structured.

*The report has a nice layout.*

*Sarah wants to insert pictures into the report.*

This makes the report better understandable.

*Sarah often uses word processing programmes.*

Sarah knows:

**There are many helpful functions.**

They help with compiling a report.

**Sarah has never used these functions before.**

**Don't worry, Sarah!**

**We have a look at them together:**

What are word processing programmes?

## What can you use word processing programmes for?

What functions do they have?

Word processing programmes are software.

What do you use them for?

To write text documents, CVs or reports.

Text processing is a computer programme that is used often.

~~There are many possibilities for writing documents.~~

Text processing programmes are used in many areas:

Business world, private use, education, journalism, publishing houses and literature.

## What functions do word processing programmes have?

- ~~Writing, editing, saving and printing documents~~
- *Copying, pasting, moving and deleting text in a document*
- Formatting texts like, for example: font type , bold, cursive, underlining.
- Creating and editing tables
- **Inserting elements from other programmes, for example: pictures and photos.**
- Proofreading for spelling and grammar mistakes

You can create many different things using word processing programmes.

For example: an e-book, a blog post, a magazine, a letter, a reminder, a CV, a marketing plan, a business plan.

Examples of word processing programmes are:

1. Microsoft Word
2. Google Documents
3. LibreOffice Writer
4. OpenOffice Writer
5. Apple Pages.

**Exercise 2: Implement the following instructions:**

1. Change the font of the whole text to “Times New Roman”.
2. Change the page orientation to “landscape”.
3. Change the text alignment for the whole text to “centred”.
4. Change the fonts size of the whole text to 14.
5. Make the first line of every paragraph bold.
6. Underline the last line of every paragraph.
7. Change the colour of every other line to blue.

# WORKSHEET – Vocabulary

## Practice Sheet for the Learner

**Module:** 1 Office Applications

**Topic:** 1.1 word processing programmes

**Exercise:** Vocabulary

**Duration:** 30 minutes

Look up the following words on the vocabulary section of the Free Technology Signs website

(<https://freetechnologysigns.eu/vocabulary/>).

Record a video: You sign, fingerspell and explain each word.

Send the video to your trainer.

- Blog
- Curriculum vitae
- eBook
- formatting
- layout
- margins
- page orientation
- templates

# WORKSHEET “grammar and spelling correction”

## Practice Sheet for the Learner

**Module:** 1.1 office applications

**Topic:** 1.1 word processing programmes

**Exercise:** grammar and spelling correction

**Duration:** 30 minutes

**Correct the mistakes in the section of this text that the trainer assigned to you with the grammar and spelling correction.**

**Insert your part into the GoogleDoc your trainer shared with you.**

**Download the complete text as a pdf.**

### Part 1:

Sarah needs to write an report for her boss.

Sarah wishess that:

The report are well structured.

The report has a nice layout.

Sarah wants to insert piktures into the report.

This makes the report better understandabel.

Sarah often uses word procesing programmes.

Sarah knuws:

There are mani helpful functions.

They help with compailing a report.

Sarah has never used these functions befor.

### Part 2:

Don't worry, Sarah!

We have a luuk at them together:



What are word processing programmes?

What can you use word processing programmes for?

What functions do they have?

Word processing programmes are software.

What do you use them for?

To write text documents, CVs or reports.

Text processing is a computer programme that is used often.

There are many possibilities for writing documents.

Text processing programmes are used in many areas:

Business world, private use, education, journalism, publishing houses and literature.

### **Part 3:**

What functions do word processing programmes have?

- Writing, editing, saving and printing documents
- Copying, pasting, moving and deleting text in a document
- Formatting texts like for example: font type, bold, cursive, underlining.
- Creating and editing tables
- Inserting elements from other programmes for example: pictures and photos.
- Proof reading for spelling and grammar mistakes

### **Part 4:**

You can create many different things using word processing programmes.

For example: an e-book, a blog post, a magazine, a letter, a reminder, a CV, a marketing plan, a business plan.

Examples of word processing programmes are:

- Microsoft Word

- Google Documents
- LibreOffice Writer
- OpenOffice Writer
- Apple Pages.

## Part 5:

You start with an empty, white sheet.

You enter text into the document.

You can format the text.

Formatting means: You decide how the text should look.

You can also use a template:

This is easier!

Templates have pre-set designs and styles.

You use a template:

You only have to add your contents.

You want to work without a template.

Click on "new document".

Text formatting means:

You choose:

How should the text look?

For example:

- Font size
- Font colour
- Font type
- Text alignment

This means: How are words spread out in a row.

For example: left-justified: The first word in the row always starts at the utmost left.

For example: right justified: The last word in a row always ends at the utmost right.

- Spacing
- Letter case
- Layout:

### **Part 6:**

For example: page orientation: portrait format or landscape format.

Side margins:

This means: How much distance is free at the top, bottom, left and right of a sheet?

You can add the following to a document:

- pictures
- graphics
- charts
- tables

### **Part 7**

There are word processing programmes online.

For example: Google docs by Google.

This is part of the office package.

It is part of Google Drive.

You have a computer with an internet connection.

You can access your Google docs.

There is an app for Google docs.

With the app, you can edit documents on your smartphone or tablet.

### **Part 8:**

Sarah knows:

With these possibilities, I can structure a report.

Then the report will lok good.

Sarah is plised:

Now I can worg on the report.

# Assessment questions

**Module:** M1 – office applications





**Topic:** 1.1 word processing programmes

What are elements of formatting?

- a. Font type
- b. Grammar and spelling correction
- c. Page orientation
- d. Text alignment

Please rate how you feel about the following statement:

I know the basics of formatting a text document and feel confident to create a business letter or a CV in a word processing programme.






			
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## Topic 1.2: Spreadsheet programmes

### Training plan



<https://tools.equalizent.eu/files/play/0/-1/add614f0-9f3b-4599-aeb7-31bfe9458ee9>

 Time	 Activity (keywords only)	 Methodology	 Media and materials	 Comments
20 minutes	<b>Warm-up Activity and Video</b> Worksheet “Spreadsheets 1”: list of 10 different tasks. Participants tick: Which tasks can you do with spreadsheet programmes? Participants watch the video individually. They can correct their answers.	Individual work assignment class	Laptop/PC for every participant Worksheet “spreadsheets 1”	

	Trainer discusses the correct answers and explains.			
30 minutes	<b>Activity 1: Quiz</b> Everybody rewatches the video together. The trainer pauses the video after each scene. Where content is too abstract, the trainer shows it directly in a spreadsheet programme. For each scene, the trainer asks a quiz question (Worksheet “Quiz spreadsheets”) – participants answer. The trainer shows solution and explains.	Class Individual work	Worksheet “Quiz spreadsheets “	
55 minutes	<b>Activity 2: food &amp; drink list</b> The trainer shows the following in a spreadsheet programme: enter data, set filters, adding numbers, counting content, show highest/lowest value, show average, what-if functions.	Class Individual work Assignment Practical exercise	Laptop/PC for every participant Worksheet “Food and drink list”	

	<p>Depending on the level of the participants:</p> <p>Participants receive worksheet “Food &amp; drink list”. There is a text explaining how many drinks (juice and beer) and snacks (meat and vegetarian) guests at a party had.</p> <p>The participants enter the data into a spreadsheet programme. With columns for name, amount of juices, amount of beer, amount of vegetarian snacks, amount of meat snacks. Lines for every person.</p> <p>Then they fulfil the task on the worksheet using the functions they learned.</p>			
30 minutes	<p><b>Activity 3: Vocabulary “Quartet”</b></p> <p>Game like memory but 4 cards belong together (“Quartet”). On worksheet “Quartet” there are 24 cards (4 for each of the 6 terms about</p>	<p>Pairs</p> <p>Game</p>	<p>Laptop/PC for every participant</p> <p>Worksheet “Quartet”</p>	



	<p>spreadsheet programmes from the vocabulary on the Free Technology Signs website) Each of the 4 cards shows the term in a different way: word, explanation, picture, QR-code to sign language video. Participants play in pairs. When 4 matching cards were found – they check on the vocabulary section of the Free Technology Signs website whether it's correct.</p>		<p>Vocabulary list on Free Technology Signs website</p>	
45 minutes	<p><b>Activity 4: graphs and charts</b></p> <p>Trainer shows how to create graphs charts.</p> <p>On worksheets "Charts and graphs" there are different tables.</p> <p>Participants create pie and bar charts for them.</p> <p>Afterwards they come up with content for table themselves for which they create charts.</p>	<p>Class</p> <p>Individual work</p> <p>Assignment</p> <p>Practical exercise</p> <p>pairs</p>	<p>Laptop/PC for every participant</p> <p>Worksheet "Charts and Graphs"</p>	

# Vocabulary list

For the following words, you can find a video with the sign, an explanation in plain written language and an accompanying picture in the vocabulary section of the Free Tech Signs website (<https://freetechnologysigns.eu/vocabulary/>)

- cell
- chart
- column
- formula
- function
- spreadsheet programme

# WORKSHEET spreadsheets 1

## Practice Sheet for the Learner

**Module: 1** office applications

**Topic: 1.2** spreadsheets programmes

**Exercise:** Warm-up

**Duration:** 20 minutes

**Which of these tasks can you do with a spreadsheet programme?**

- ☐ Format a CV
- ☐ Process data
- ☐ Create charts
- ☐ Add subtitles to a video
- ☐ Manage a contact list
- ☐ Edith graphics
- ☐ Calculate with formulas and functions
- ☐ Sort, group and filter data
- ☐ Create slides
- ☐ Calculate the average

**Watch the video:** <https://tools.equalizent.eu/files/play/0/-1/add614f0-9f3b-4599-aeb7-31bfe9458ee9>



**Correct your answers!**

# WORKSHEET “quiz spreadsheets”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.2 spreadsheet programmes

**Exercise:** quiz spreadsheets

**Duration:** 30 minutes

Answer the quiz questions:

1. Where has Markus seen requirements for skills in using spreadsheet programmes?
  - a) on dating platforms
  - b) in job ads
  - c) in a brochure for the driver's license
  - d) in a university entry test
2. What are spreadsheet programmes?
  - a) software
  - b) hardware
  - c) assistive technology
  - d) video players
3. What can you not do with a spreadsheet programme?
  - a) IF-functions
  - b) simple tables
  - c) charts and other graphs
  - d) BUT-functions
4. What for can you use spreadsheet programmes?
  - a) bookkeeping
  - b) formatting texts
  - c) planning appointments
  - d) writing protocols

5. Which of these statements is correct?
- a) Lines go from right to left.
  - b) A cell looks like a circle
  - c) Each cell has a unique name.
  - d) The interface is called slide.
6. What is not an element of a function?
- a) The number of the function
  - b) An equal sign (=)
  - c) The name of the cell
  - d) The name of the function
7. What is not one of the most important functions?
- a) Counting contents
  - b) Calculating the average
  - c) Adding numbers
  - d) Underlining words
8. What kind of charts can you create in spreadsheet programmes?
- a) Bar and pie charts
  - b) Café and cake charts
  - c) Restaurant and bread charts
  - d) Pub and muffin charts
9. How is Marcus feeling?
- a) jealous
  - b) frustrated
  - c) surprised
  - d) sad

# WORKSHEET “food and drink list”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.2 spreadsheet programmes

**Exercise:** food and drink list

**Duration:** 30 minutes

### Exercise 1:

**Enter the data from the following text in a spreadsheet programme.**

**Create columns for name, amount of juice, amount of beer, amount of vegetarian snacks, amount of meat snacks.**

**Create a line for each person.**

Jonas drank 4 beers and 1 juice. He ate 1 vegetarian and 3 meat snacks.

Sarah drank 3 beers and 1 juices. She ate no vegetarian and 5 meat snacks.

Ahmed drank 1 beer and 3 juices. He ate 4 vegetarian and no meat snacks.

Sandra drank 2 beers and 2 juices. She ate 3 vegetarian and 2 meat snacks.

Lorenzo drank no beers and 4 juices. He ate 2 vegetarian and 2 meat snacks.

Fatma drank 2 beers and 3 juices. She ate no vegetarian and 4 meat snacks.

Mario drank 1 beer and 2 juices. He ate 2 vegetarian and 2 meat snacks.

Elena drank 3 beers and no juices. She ate 1 vegetarian and 1 meat snacks.

Yusuf drank 2 beers and 2 juices. He ate 3 vegetarian and no meat snacks.

Mia drank no beers and 3 juices. She ate 1 vegetarian and 3 meat snacks.

Peter drank 2 beers and 1 juice. He ate no vegetarian and 4 meat snacks.

Zeynep drank 1 beer and 2 juices. She ate 3 vegetarian and 3 meat snacks.

Thomas drank 3 beers and 2 juices. He ate 5 vegetarian and no meat snacks.

Emma drank no beers and 3 juices. She ate 2 vegetarian and 2 meat snacks.

**Exercise 2: Follow the instructions:**

1. Add a column with a formula that calculates how many snacks each participant had (vegetarian and meat). Create a function to find out what was the highest amount of snacks somebody ate.
2. Create a function that shows the average number of beers consumed.
3. Create a “what if” function: all participants who drank a beer are marked yellow.
4. Create a formula that calculates how many beers were drunken overall.
5. Create a function that calculates how many meat snacks a person ate in average.
6. Create a “what if” function: All participants who ate vegetarian food are green.

# WORKSHEET “quartet”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.2 spreadsheet programmes

**Exercise:** quartet

**Duration:** 30 minutes

### Instructions:

Get into pair.

Cut out all cards on the following pages.

Turn them around, mix them and spread them.

Try to find the four matching cards: word, picture, sign, explanation.

When it's your turn, you can open 4 cards.

Do they match?

Check on the Free Technology Sign Website on the vocabulary section!

Correct: Take the 4 cards away. It's your turn again.

Incorrect: It's the other persons turn.



cell

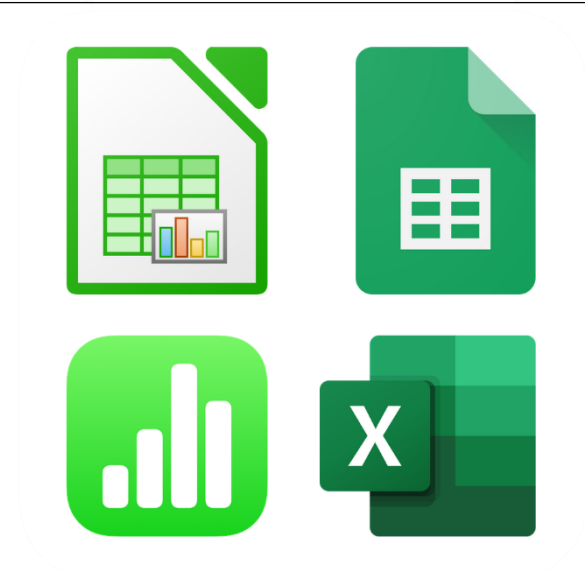
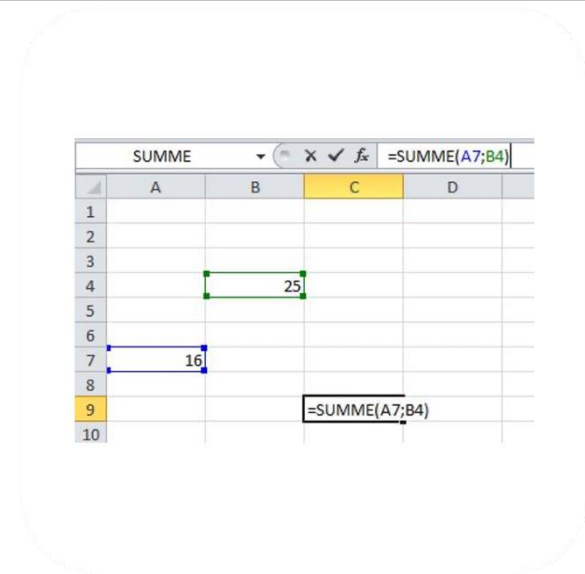
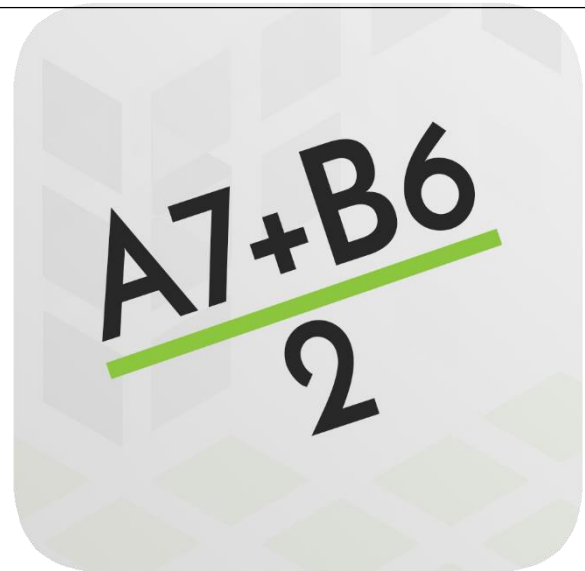
formula

chart

function

column

spreadsheet  
programme





<p>A ... is a rectangular field in a spreadsheet programme.</p>	<p>A ... calculates something in a spreadsheet programme.</p>
<p>A ... is a graphical representation of data.</p>	<p>... are predefined formulas in a spreadsheet programme. They are used to calculate something.</p>
<p>In a spreadsheet programme, there are ... . ... go from left to right. They are labelled with letters: A, B, C</p>	<p>... are software. You use them to process data. For example: data management, data analysis</p>

# WORKSHEET “charts and graphs”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.2 spreadsheet programmes

**Exercise:** charts and graphs

**Duration:** 45 min

**Exercise 1: Create a bar and pie charts out of the following table in a spreadsheet programme:**

### 1) Most sold fruits in a supermarket

Here you find the statistics of the fruits sold on one day at a fruit shop. The first column shows the type of fruit. The second column shows how many kilos were sold. The third shows how many percent these are of the total amount of fruit sold.

<b>Fruit</b>	<b>kilo</b>	<b>%</b>
Apples	15	29 %
Bananas	12	23 %
Peaches	9	17 %
Plums	10	19 %
strawberries	6	12 %
<b>Total</b>	52	100 %

### 1) Films genre

A small cinema made survey among its visitors which film genre is most popular. The first column shows different film genres. The second column shows how people chose this genre as their favorite. The third shows how many percent these are of the total amount of respondents.

<b>Film type</b>	<b>answers</b>	<b>%</b>
Drama	34	25 %
Comedy	18	13 %
Animation	42	31 %
Horror	19	14 %
Science-fiction	21	16 %
<b>Total</b>	<b>134</b>	<b>100 %</b>

### 2) Favorite school subjects

Members of a school class were asked what's their favorite subject. The first column shows the different subjects. The second column shows how many students chose this subject as their favorite. The third column shows how many percent these are of the total amount of students.

<b>subject</b>	<b>answers</b>	<b>%</b>
Maths	2	7 %
English	5	17 %
Art	7	24 %
Sport	10	34 %
Science	5	17 %
<b>Total</b>	<b>29</b>	<b>100</b>

### 1) Most popular sports

The deaf sports associations asked its members about their favorite sport. The first column shows the different types of sports. The second column shows how many members chose this sport as their favorite. The third column shows how many percent these are of the total amount of members.

sport	answers	%
biking	28	25 %
jogging	33	29 %
swimming	14	13 %
football	25	22 %
skiing	12	11 %
Total	112	100 %

**Exercise 2: Come up with content for tables yourself (you can invent something) and create bar and pie charts for it!**

## Assessment questions

**Module:** 1 office applications


**Topic:** 1.2 spreadsheet programmes

Which of these statements are true?

- A) Rows: are from the left to the right.
- B) Every worksheet consists of slides.
- C) Columns are labelled with letters
- D) A function is a pre-set formula.

Please rate how you feel about the following statement:

I know the basic functions of spreadsheet programmes and feel confident to use them.

			
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## Topic 1.3: presentation programmes

### Training plan



<https://tools.equalizent.eu/files/play/0/-1/765e98b2-0b44-4ae0-9467-a1dfe6662e53>

 Time	 Activity (keywords only)	 Methodology	 Media and materials	 Comments
15 minutes	<b>Warm-up Activity</b> Participants think about presentations they have attended. What was the best presentation ever? Why was it good? Special focus is laid on the slides. Each participants shares their ideas and the trainer collects on a white board.	Individual work class	White board or digital white board	

20 minutes	<b>Video &amp; Bingo</b> Distribute worksheet “Bingo” – Participants read – Watch video together – when a word from the worksheet is signed – cross it out. The 1 <sup>st</sup> person to cross all words wins. If necessary rewatch video.	Individual work class	Worksheet “Bingo”	
60 minutes	<b>Activity 1: Exercise: Presentations</b> The trainer shows in presentation programme: add slides, insert text/graphics, use of template, changes of layout .... Participants choose a topic – they prepare 5 slides for this topic. Divide participants into pairs: They look at each other’s slides and give feedback. – slides can be adapted.	Class Individual work Assignment Practical exercise pairs	Laptop/PC for every participant	
40 minutes	<b>Activity 2: Vocabulary – Chinese whispers</b> Worksheet “Chinese whispers”: On it are words and explanation about	Game groups	Worksheet “Chinese whispers”	

	<p>presentation programmes. Divide participants into 2 groups – stand in rows. First person in the row reads the word and the explanation – they sign both to the person behind them – go on until the last person. Trainer checks: Which group was faster? Which group has the more correct explanation? → fastest group: 3 points, best explanation: 5 points. Trainer shows word and written explanation to all. Repeat the game for all terms.</p>			
45 min	<p><b>Activity 3: From text to slides</b></p> <p>Divide participants into pairs – they get the text “presentation programmes” in plain language. They read the text and look up words they don’t understand on the Free Technology Sign vocabulary or another website.</p>	<p>Pairs</p> <p>Assignment</p> <p>Practical exercise</p>	<p>Laptop/PC for every participant</p> <p>Plain text “Presentation programmes”</p> <p>Vocabulary on Free Technology Signs website</p>	

	Pairs make a presentation with slides about the text.			
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## Vocabulary List

For the following words you can find a video with the sign, an explanation in plain written language and an accompanying picture in the vocabulary section of the Free Tech Signs website (<https://freetechnologysigns.eu/vocabulary/>)

- Creative Commons

# WORKSHEET “BINGO”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.3 presentation programmes

**Exercise:** Bingo

**Duration:** 20 minutes

**Instructions:**

Read the words on your Bingo sheet.

Everyone watches the video together.

If a word from the Bingo sheet is signed – cross it out.

The first person who has crossed out ALL words on their sheet wins!

## BINGO – sheet 1

software	story	lecture
notes	graphic	Creative Commons
digital	template	Key words
audience	tip	complicated

## BINGO – sheet 2

support	condition	pdf
font	text	table
design	computer	content
visible	guidelines	licence

## BINGO – sheet 3

digital	sentence	readable
different	share	boss
read	picture	background
template	right	device



# WORKSHEET “Chinese whispers”

## Practice Sheet for the Learner

**Module:** 1 office applications

**Topic:** 1.3 presentation programmes

**Exercise:** chines whispers

**Duration:** 40 minutes

### Instructions:

Build 2 groups.

Stand in lines facing each other’s back.

The first person reads the card (word and explanation).

They sign it to the person behind them.

Continue until the end of the line.

The trainer judges:

The first group to finish get 3 points!

The group with the best explanation at the end gets 3 points!

## **ROUND 1:**

### **Creative Commons**

Creative Commons refers to licences.

The licences show:

How am I allowed to reuse content, for example, videos or images?

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## **ROUND 2:**

### **Presentation Programmes:**

There are many different programmes to make digital presentations.

- PowerPoint (Microsoft)
- Keynote (Apple),
- Impress (LibreOffice),
- Google Präsentationen (Google)

With these programmes, you can put pictures, graphics and text into your presentation.

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## **ROUND 3:**

### **Presentation notes:**

You can add notes to your presentation.

The notes are visible for you.

Your audience doesn't see the notes.

The notes remind you:

What do I want to tell about this slide?

## **ROUND 4:**

### **Presentation tips:**

Here are 4 tips for your presentation:

1. Write small amounts of text per slide.
  2. Choose a big, well-readable font.
  3. Use strong pictures
  4. Don't use too many details.
  5. Always keep to your topics.
- 

## **ROUND 5:**

### **Bad content for slides:**

What is bad content for a slide in a presentation:

- Continuous text
- Long sentences
- Big charts

## Assessment question

**Module:** 1 office applications





**Topic:** 1.3 presentation programmes

What is recommended for a good presentation?

- A) Type all the information you present on the slides
- B) Use the notes-field to add reminders for yourself about what you want to present
- C) Use a picture you find online
- D) Chose a big, well-readable font.

Please rate how you feel about the following statement:

I feel confident to create good slides in a presentation programme to accompany my future presentations.

			
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## Module 1: Solutions assessment questions

### Topic: 1.1 word processing programmes

What are elements of formatting?

- A) Font type
- B) Grammar and spelling correction
- C) Page orientation
- D) Text alignment

### Topic: 1.2 spreadsheet programmes

Which of these statements are true?

- A) Rows: are from the left to the right.
- B) Every worksheet consists of slides.
- C) Columns are labelled with letters
- D) A function is a pre-set formula.

### Topic: 1.3 presentation programmes

What is recommended for a good presentation?

- A) Type all the information you present on the slides
- B) Use the notes-field to add reminders for yourself about what you want to present
- C) Use a picture you find online
- D) Chose a big, well-readable font.