



FREE TECH SIGNS

Module 1

OFFICE APPLICATIONS

Module 1



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M1.1

WORD PROCESSING PROGRAMMES



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Brainstorming:
How have you already used word processing
programmes?



”

Warm Up Activity



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Video

- ▶ Watch the video
- ▶ What did you understand?
- ▶ What was new?
- ▶ Rewatch video
- ▶ Stop after each scene
- ▶ Show in programme

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

ACTIVITY 1

formatting

- ▶ explanation by trainer
- ▶ Worksheet «Formatting»



VOCABULARY

- Worksheet “word processing programmes – vocabulary”
- use Free Technology Signs vocabulary
- film video





ACTIVITY 2 - use of templates

Trainer shows template

participant chose and adapt template for

- CV
- Business letter
-



“



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- Use grammar & spelling correction
- upload corrected text to GoogleDoc
- download complete text as pdf



”

ACTIVITY 3 – grammar & spelling correction



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M1.2

SPREADSHEET PROGRAMMES



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- Worksheet: Spreadsheet 1
- Which tasks can you solve with spreadsheet programmes?
- Check in the video:



”

Warm Up Activity





Video

- ▶ Watch the video
- ▶ Stop after each scene
- ▶ Show in programme
- ▶ Answer quiz question

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



ACTIVITY 1 - QUIZ

- Re-watch the video
- Pause after each scene
- Answer the question about the scene on Worksheet “Quiz spreadsheet”



ACTIVITY 2

food & drink list

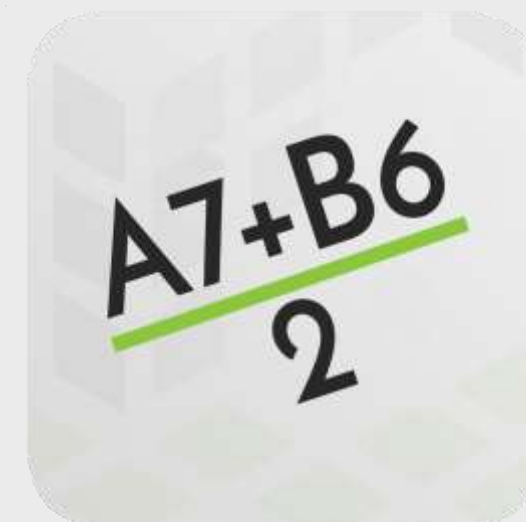
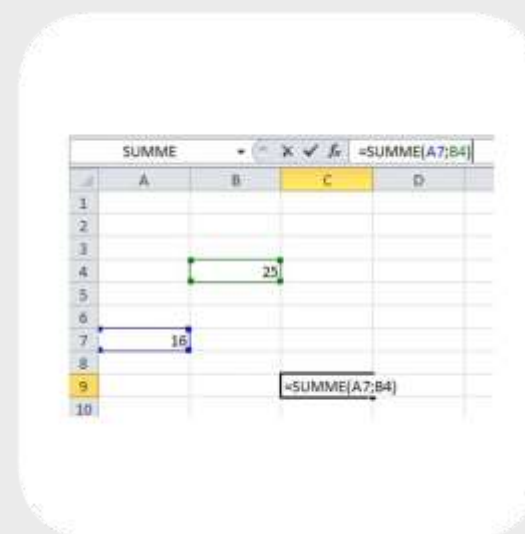
- ▶ Enter the data from worksheet «food & drink list» in a spreadsheet programme
- ▶ Follow the instructions on the worksheet



ACTIVITY 3

VOCABULARY QUARTET

- play quartet in pairs
- check matching cards:
<https://freetechnologysigns.eu/vocabulary/>





Activity 4 – graphs and charts

Follow the instruction on worksheet “charts and graphs”





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M1.3 PRESENTATION PROGRAMMES



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What was the best presentation you ever saw?

What were the slides like?



”

Warm Up Activity



Presentation
programmes



Video & Bingo

- ▶ Read the Bingo worksheet
- ▶ Watch the video
- ▶ Cross out all words that are signed
- ▶ All words crossed: You win!

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

ACTIVITY 1

Exercise: Presentations

- ▶ Prepare 5 slides for a topic of your choice
- ▶ Get into pair
- ▶ Give each other feedback
- ▶ Adapt the presentation



ACTIVITY 2

Vocabulary Chinese whispers

- 2 groups
- sign word & explanation to person behind you
- fastest group: 3 points
- best explanation: 5 points



Activity 3 – From text to slides

- Get into pairs
- Read plain text “presentation programmes”
- Make a presentation with slides about text





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