

# Creating documents

**Session Overview:** This session will introduce learners to creating and formatting documents, and will give them an opportunity to put this into practise. Learners will also find out about different types of documents and how to safely download files from the internet from the **Be Connected: Downloading and saving documents** course.

**Learning Objectives:** Demonstrate the ability to create a document and format the content using a word processor. Learn about the different types of documents and how to safely download them from the internet.

**Activities:** Before the session, download the Microsoft Word document 'Creating documents activity 1' onto every device you'll be using in the session. Save it somewhere easy for the learners to access, for example the Desktop or Documents folder. Download copies of 'Creating documents activity 2' and print copies for every learner.

**Timing:** This session should run for 90 minutes, however this is approximate. You can also introduce breaks for learners at any point.



	Timing	Activity	Assessment
Beginning the session	5 minutes	Discuss Learning objectives  Starter questions:  Have any of you used a word processor before? eg. Microsoft Word?	For learners who have used a word processor before, they will still be directed to Activity 1, however they may move through this more quickly than learners with less experience.
Activity 1	15 minutes	Ask learners to find the Microsoft Word document titled: "Creating documents activity 1". Support learners who are less confident to find this.	

	Timing	Activity	Assessment
Activity 1 (cont'd)		Once learners have opened the document, ask them to reformat the sentences which are already there according to the instructions in the text.	For learner groups who aren't as confident, this activity could be done as a group, with the tutor explaining each formatting tool as you move through the activity.
Be Connected course	35 minutes	Ask learners to begin the <b>Downloading and saving documents</b> course on the Be Connected site.	Walk around the room and monitor learner progress. Allow learners to work through the course at their own pace.
Activity 2	25 minutes	Hand out the printed copies of Activity 2.  <ol style="list-style-type: none"> <li>1. Ask learners to open any word processing document using their computer.</li> <li>2. Ask learners to type out the text under the heading 'Version 1'.</li> <li>3. Once they have typed out all the text, ask them to "Save As" their document to avoid losing their work (unless they are using an auto-saving word processor such as Google Docs.</li> <li>4. Now ask learners to format their copy of the text so that it looks like Version 2.</li> <li>5. Ask learners to save the document again.</li> </ol>	Monitor learners throughout this activity and see if they need any support.  Ask learners to save their document using their name, so that you are able to assess their work after the session.  If learners don't finish this activity, ask them to save it at whatever point they get to.

	Timing	Activity	Assessment
Session review	10 minutes	<b>Ask learners:</b> <ul style="list-style-type: none"> <li>• What was easiest and what was hardest?</li> <li>• What is the difference between a PDF and an MP3?</li> <li>• How do you make part of your text align to the right?</li> <li>• How do you make part of your text bold?</li> <li>• How do you put a paragraph break into some text?</li> </ul>	This is a chance for learners to reflect upon what they've learnt in the session.

### 1 | Practise makes perfect

Encourage learners to keep practising formatting a document. These skills also transfer to emails.



### 2 | Keep learning with Be Connected

Encourage learners to keep learning about safety after today's session with 'Introduction to internet safety'.

### Useful links for further learning

GCF Learn Free - Google Docs  
<https://www.gcflearnfree.org/googledocuments/>

GCF Learn Free - Microsoft Word  
<https://www.gcflearnfree.org/word2016/>