

# APPENDIX C

## COURSEWARE DESCRIPTION

### INDIVIDUAL TRAINING for Microsoft Office 95

Delivery system is via CDROM (See [www.individualsoftware.com](http://www.individualsoftware.com))

#### Menu (See Figure 1 for menu structure)

The learner begins the course by being shown the main menu (Figure 1). The main menu provides a button for each of the units in the course. Clicking on the menu button for the course starts the instruction for the course. Each menu button has two sub-buttons. The first [?] takes the student to a quiz for the unit. The second takes S to a chapter summary.



Figure 1 Individual Training Menu Structure

The four buttons across the bottom of the menu screen allow S to see a short tutorial on how to use the course, access an index from which they can jump to instruction on any operation taught in the course, or access a glossary that provides a definition of most of the terms introduced in the course. The red E button exits the course.

Clicking on a unit menu button opens the unit objectives screen (see Figure 2). S can select a given topic (operation) to learn about by clicking

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on the topic name or the student can move the unit in sequence by clicking the forward arrow in the upper right.

Every Screen contains the navigation buttons shown in Figure 2 in the upper right corner. The arrows move S through the course by going to the last or next screen. The O button pops-up a menu consisting of the index button, glossary button, minimize button and the exit button. The M button returns S to the main menu for the whole course.

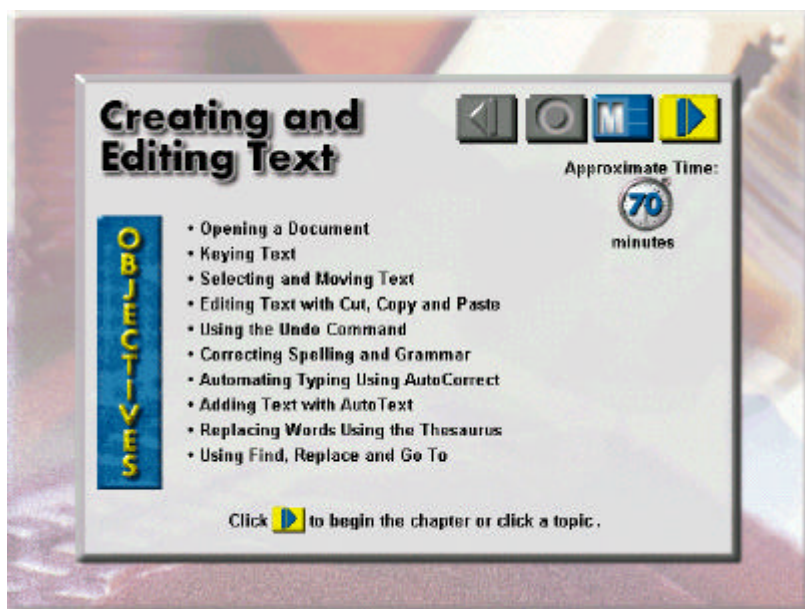


Figure 2 Individual Training Unit Objectives and Menu

## Content

Following is the complete list of topics (operations) taught in the course.

- Introduction to word
  - What is word
  - Starting word
  - Getting to know the word screen
  - Changing view
  - Creating documents
  - Working with wizards
  - Saving documents
  - Getting help with the answer wizard
  - Using help

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Exiting word

Creating and Editing Text

Opening a Document

Keying Text

Selecting and Moving Text

Editing Text with Cut, Copy and Paste

Using the Undo Command

Correcting Spelling and Grammar

Automating Typing Using AutoCorrect

Adding Text with AutoText

Replacing Words Using the Thesaurus

Using Find, Replace and Go To

Formatting Text

Font-level Formatting

Aligning Text

Working with Tabs

Indents and Spacing

Using the Hyphenation Tool

Adding Styles

The Format Painter

Special Formatting Commands

Layout and Design

Inserting Files

Using Sections

Changing Page Setup

Creating and working with Columns

Adding Bullets and Numbered Lists

Using Drawing Tools

Adding Borders and Shading

Creating Headers and Footers

Enhancing Documents

Adding Dropped Capital Letters

Using WordArt

Drawing and Ordering Objects

Changing Column Width

Removing Columns

Tables and Printing

Creating a Table

Using Table AutoFormat

Formatting Cells

Formatting Tables

Working with Tables

Using Borders and Shading in Tables

Deleting a Table

Using Print Preview

- Printing Options
- Mail Merge and Envelopes
  - What is Mail Merge?
  - Using Mail Merge Helper
  - Creating a Data Source File
  - Performing a Merge
  - Mail Merge Options
  - Saving Merge Files
  - Creating Envelopes and Labels
- Advanced Techniques
  - Faxing Documents
  - Creating an Outline
  - Modifying an Outline
  - Adding and Changing Bullets
  - Inserting Pictures and Clip Art
  - Placing and Sizing Graphics

### Pre-assessment

There is no pre-assessment feature in this course.

### Instruction

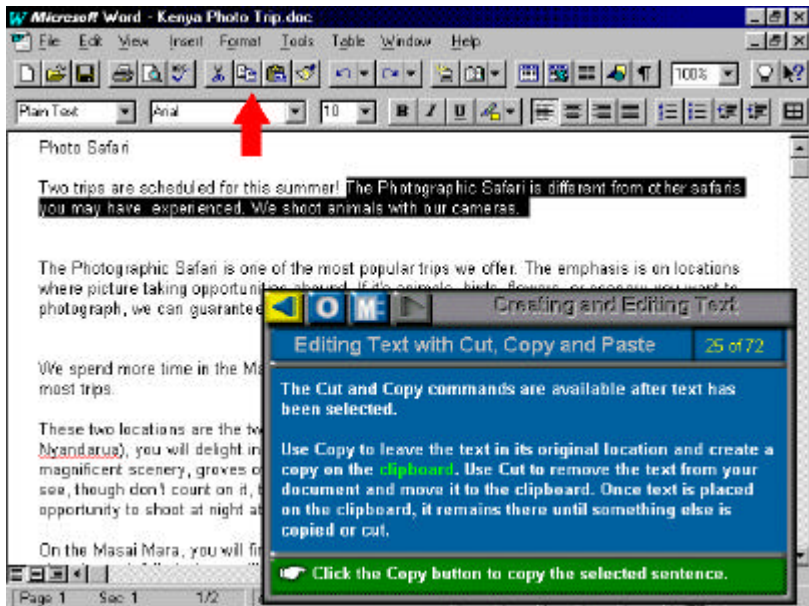


Figure 3 Individual Training Instruction

Figure 3 illustrates for first instruction screen for the topic (operation) Editing Text with Cut, Copy and Paste. Blue boxes are used to provide

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information to the student. Green boxes are used to indicate actions S must take. The unit name and operation being taught are indicated in the title bars of the pop-up instruction box. The number of frames remaining in the unit are shown in the pages box.

Table 1 Individual Training Instruction Interaction

	<p>A document is displayed for the student. A sentence is selected and a red arrow points to the copy button on the menu-bar (See Figure 3).</p> <p>Blue "The Cut and Copy commands are available after text has been selected.</p> <p>Use Copy to leave the text in its original location and create a copy on the clipboard. Use Cut to remove the text from your document and move it to the clipboard. Once text is placed on the clipboard, it remains there until something else is copied or cut."</p> <p>Green "Click the Copy button to copy the selected sentence."</p>
Clicking anywhere else on the screen	<p>Pop-up box. "Click the copy button as indicated by the red arrow. Try again."</p>
Click copy button	<p>Red arrow points to beginning of another sentence.</p> <p>Blue "Clicking the Copy button places a copy of the text on the clipboard, which you cannot see. The Paste command places a copy of the clipboard text at the insertion point."</p> <p>Green "Move the insertion point to the beginning of the fourth paragraph, which begins We spend more time ..."</p>
Click at beginning of designated sentence.	<p>Insertion cursor moves to this location.</p> <p>Blue "Notice that the text was deselected when we clicked somewhere else in the document."</p> <p>Green "Click the Edit menu, then choose Paste."</p>
Click Edit menu Click Paste command	<p>Drop-down edit menu appears.</p> <p>Sentence is pasted into the document.</p> <p>Red arrow points to undo button on menu bar.</p> <p>Blue "Good. The sentence has been copied to the new location. Unfortunately, we didn't need to use this sentence again.</p> <p>InWord, if you make a mistake you can fix it using the Undo button. Let's undo the sentence we pasted."</p> <p>Green "Click the Undo button."</p>
Click Undo button	<p>Inserted text is deleted.</p> <p>Blue "Notice that the text is now gone because the Paste</p>

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	command has been reversed.  You can reverse the last several changes you made using the Undo drop-down arrow. The Undo drop-down arrow contains a list of recent actions. Click the drop-down arrow and select the action you want to undo.
Click forward arrow	Blue "Once you have undone an action, you can use the Redo command. The Redo button works like the Undo button in reverse. You can redo more than one command using the drop-down list, or redo the last action by clicking the button.

### Unit Quiz

Clicking the [?] sub-button for a unit on the main menu enables S to take a Unit quiz. The quiz for the unit Selecting and Editing Text consists of 5 questions. The format for these questions is illustrated in Figure 4. The 5 questions for this unit are as follows:

1. To search for an existing document:
  - A. Use the Search command on the Tools menu.
  - B. Use the Open dialog box.
  - C. Use the Search button.
  - D. Close and resize windows.
2. You can use Undo to reverse more than one change.
  - A. True B False
3. When you type new text, \_\_\_\_\_ mode replaces the existing text.
  - A Insert
  - B Auto Type
  - C Overtyping
  - D Replacement
4. \_\_\_\_\_ to select text.
  - A Double-click
  - B Trippel click
  - C Click and drag
  - D Double-click, triple click or click and drag
5. The AutoCorrect dialog box is available on the \_\_\_\_\_ menu.
  - A Tools
  - B Insert
  - C Edit
  - D Format

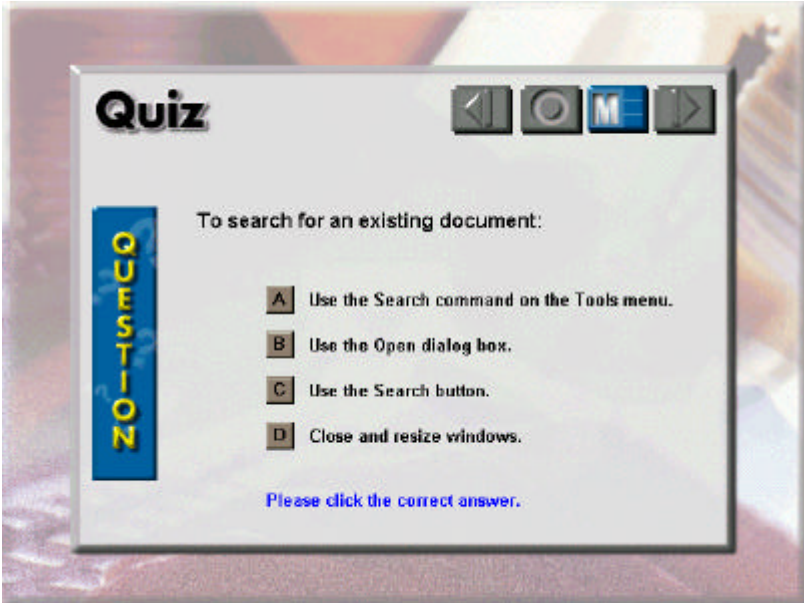


Figure 4 Individual Training Quiz

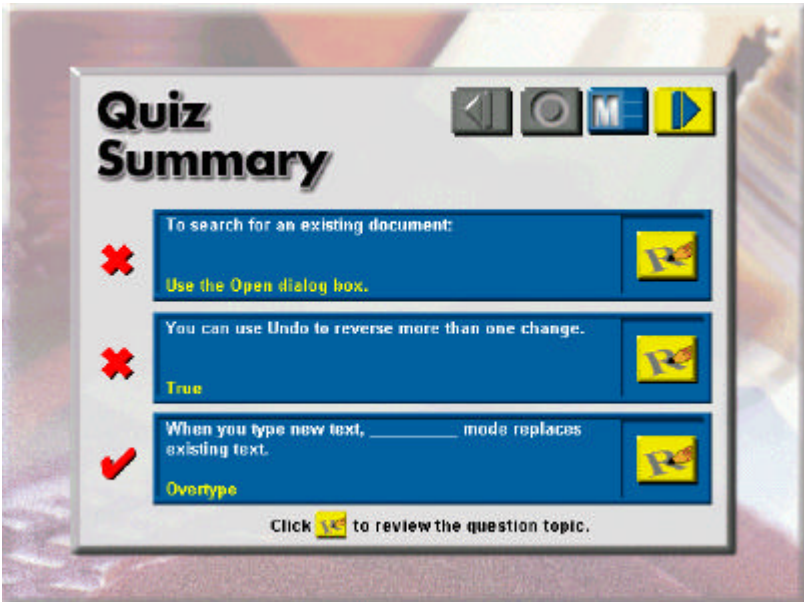


Figure 5 Individual Training Quiz Feedback

Following the quiz S is given feedback as shown in Figure 5 and allowed to click to revisit the topic (operation) related to the question.

