

GUIDE FOR ESSENTIAL SKILLS DIGITAL MANUALS



PRACTITIONER INFORMATION AND RESOURCES

Information, instructions, milestone charts and resources for practitioners offering CESBA's Essential Digital Skills manuals to their program's learners.

2021

Internet Use (in class and at home versions),
Word Processing, Slide Show Presentations,
and Spreadsheets

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Credit Citation Information for Manuals:

Developed and updated by Angela Williams for CESBA. CESBA encourages the distribution of this information. Please credit appropriately when portions are cited.

The preferred citations are:

CESBA (2021) Adult Education Curriculum, Essential Skills for Internet Use Manual <https://cesba.com>.

CESBA (2021) Adult Education Curriculum, Essential Skills for Word Processing Manual

<https://cesba.com>.

CESBA (2021) Adult Education Curriculum, Essential Skills for Slide Show Presentations Manual

<https://cesba.com>.

CESBA (2021) Adult Education Curriculum, Essential Skills for Spreadsheets Manual <https://cesba.com>.

Additional resources and further reading may be found at <https://cesba.com>, including the ability to comment. CESBA can be reached via email at info@cesba.com.

Special thank you to the following:

TR Leger School, Skills Training and Employment Preparation Program for donation of original materials, and to The Ministry of Labour, Training and Skills Development.

Pre-course Information for Instructors



These courses instruct essential skills for the Internet and Microsoft Office programs. They are designed to be a self-guided learning process for each learner. Learners can work independently, at their own pace and try activities with classroom guidance from their course practitioners.

All manuals contain activities to practice skills learned, task-based reviews, demonstrations to apply multi-step digital tasks, and OALCF milestone prompts.

Learners taking these courses will need:

- a USB (memory stick) for saving activities,
- a digital or printed paper copy of the manual,
- online access and access to a computer or laptop that has MS Word, PowerPoint and Excel applications, and
- any learners working with digital (non-printed) copies of the manuals will require Adobe Reader software to view the course material.

Helpful information particular to each manual is available at the beginning of each book.

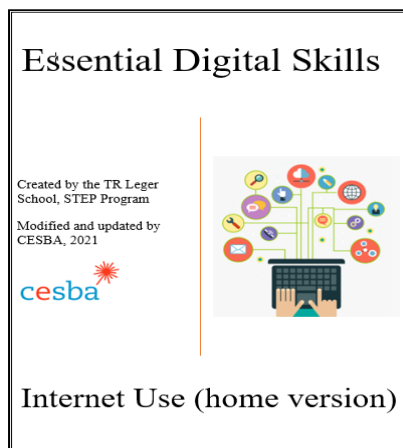
Considerations Made for At Home Learners

While best practices delivering this course would be to offer in-class instruction, directions prompting using email to turn in demonstrations as an alternate for home learners have been added to each module.

These were added after the necessary school lockdowns in 2020 and 2021 to address the need for programs to have “work from home” options for their learners.

Distribution Options

The practitioner can provide printed paper copies of the manuals to each learner or offer a digital PDF copy of the manuals (on a USB or by email). The Internet Use manual has written response activities and needs to be printed out for learners, therefore an At Home version of this course has now been created as an alternative to allow PDF distribution for this manual. It offers interactive links and options for participants to email demonstration tasks to the course instructor.




The home version of the Internet course can be provided to learners working outside of the classroom or offered to those working in class in PDF form to reduce printing costs.



In-class learners are asked to print out demonstration activities for their practitioners. Out of class learners are directed to email attachments of demonstration tasks to instructors.

Example:

14. Save on your USB under the filename **Review**.
15. Print a copy for your instructor. *If you are working away from your classroom, send your course practitioner an email with this assignment attached. 
16. Close.

Essential Skills for Word Processing Microsoft Word 2016 Page 54

*In order to deliver these courses outside of the classroom, instructors will need to provide an email for questions and demonstrations to at home/online learners. If email is not a desired approach (for example: if an instructor is using assignments in Teams or another online classroom program) then the instructor should provide the appropriate submission directions to their learners upon starting these manuals.

Resources to Assist with Learning from a PDF File

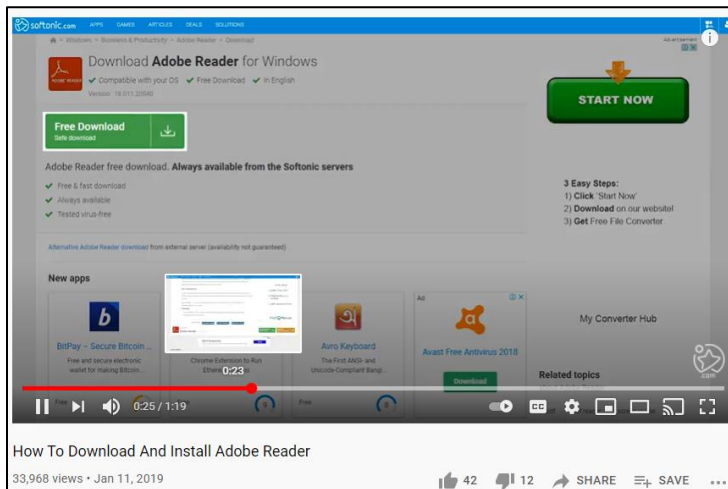
The next few pages share online tutorials and worksheets with screenshots to assist learners using the digital, PDF versions of the courses.

Helpful Online Resources to Assist Learners

How to send an attachment via email for beginners:

<https://lifehacker.com/how-to-send-an-email-with-an-attachment-for-beginners-5803366>

How to download a free copy of Adobe Reader:



<https://www.youtube.com/watch?v=vURDphi8vJI>

Helpful Worksheets for Learners


Please see the worksheets on the following pages.

Switching Between Programs Using the Task Bar



The bar at the bottom of your screen is called the Task Bar.

The Windows button you use to open programs is on the left.

You can use the Search Bar  to look for programs and files on your computer.

When you are using programs, the icon (logo) for these programs will appear on your task bar.

In the picture above, you see the icon for Microsoft Edge, Google Chrome, the File Manager (folder icon), as well as Word, Excel, PowerPoint, Microsoft Teams and Adobe Reader. All these programs are currently open on this individual's computer.

Yours will look different. It will show the pictures of what you are using on your computer.

If you need to move back and forth between the Internet and a program or between 2 programs, just click the icon for the program you want to go to on the Task Bar. Once you have clicked the icon that program will open.



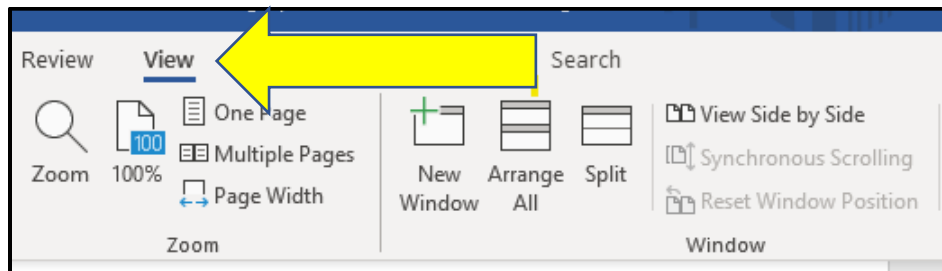
Splitting a Screen in Word

If you need to view two documents at once, you can set up your Word view, so that you can navigate between two screens.

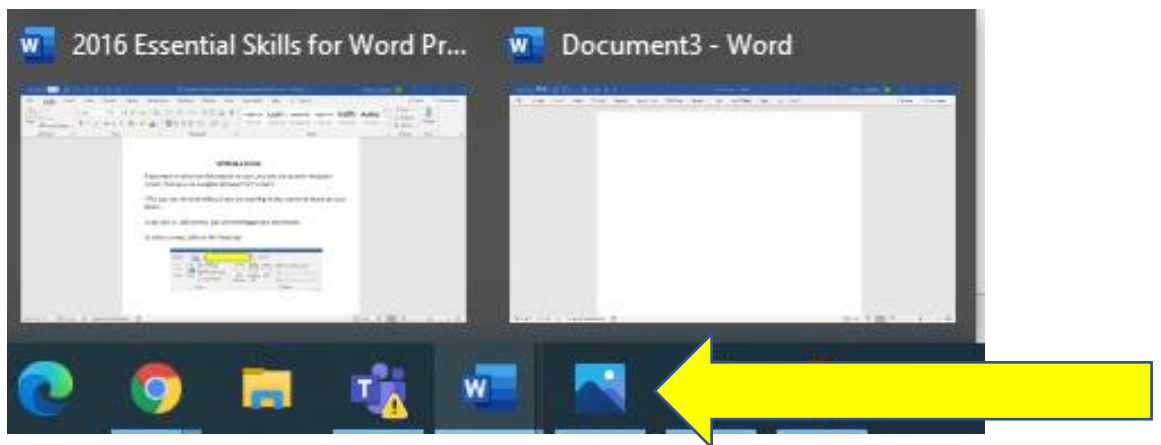
*This can also be very helpful if you are working on a Word course **at home**. Creating a blank document and splitting the screen will allow you to have both your blank work area and a workbook open at the same time.

To be able to split screen, you will need **two** open documents.

To split a screen, click on the View tab. Then click View Side by Side.

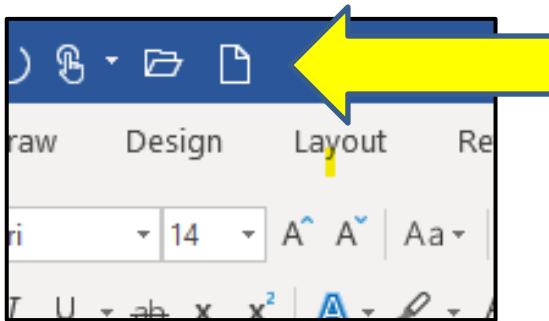


Hint: You can double check that you have opened two documents by clicking on your Word icon on the bottom task bar of your screen.



Opening Two Documents for Side by Side

Step 1: Click on the paper icon on your Quick Access Toolbar to open a document.

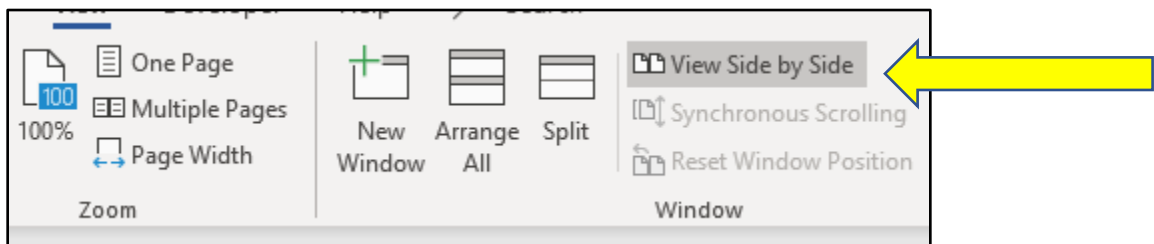


Step 2: Type the words page one in this document.

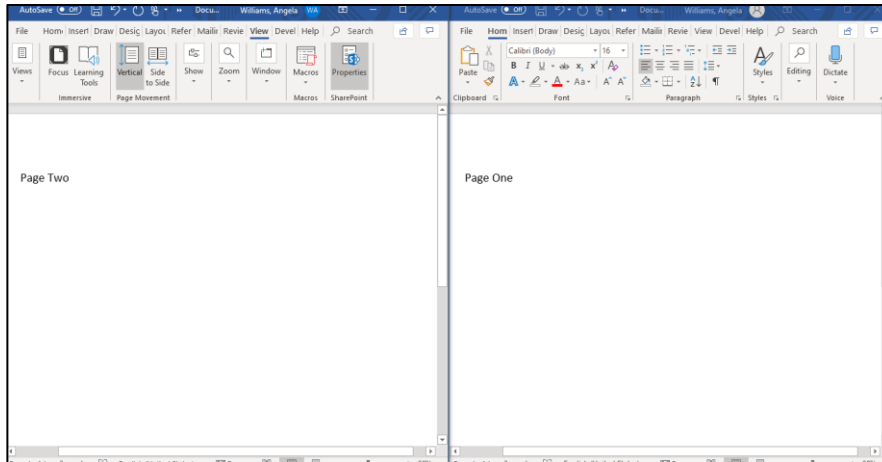
Step 3: Click on the paper icon to open a second document.

Step 4: Type page two in this document.

Step 5: Click the View tab in one of your documents and then click on View Side by Side.



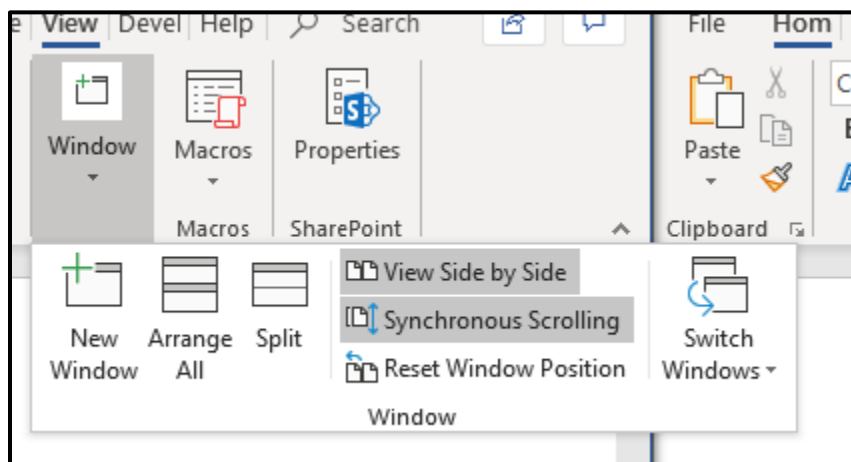
Step 6: You will see the two documents open beside each other.



Each document has its own side and bottom scroll bars.

The information in each Tab on each screen will be compacted for the new screen size, but everything is still there.

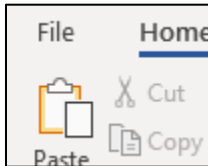
Step 7: To return to one screen, click on the View tab on the first document, then the Window icon and then click on View Side by Side once again.



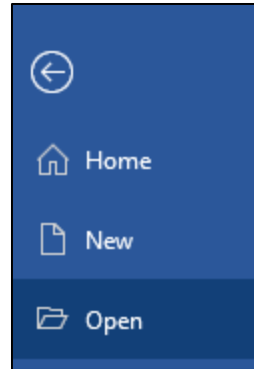


Opening a PDF Document in Word

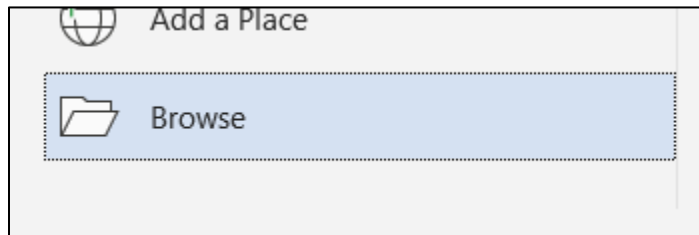
1. Open the Word program.
2. Click on the File Tab.



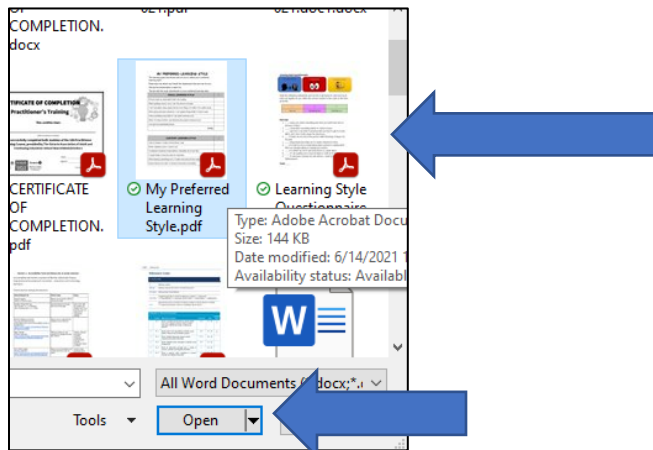
3. Click Open.



4. Click Browse.

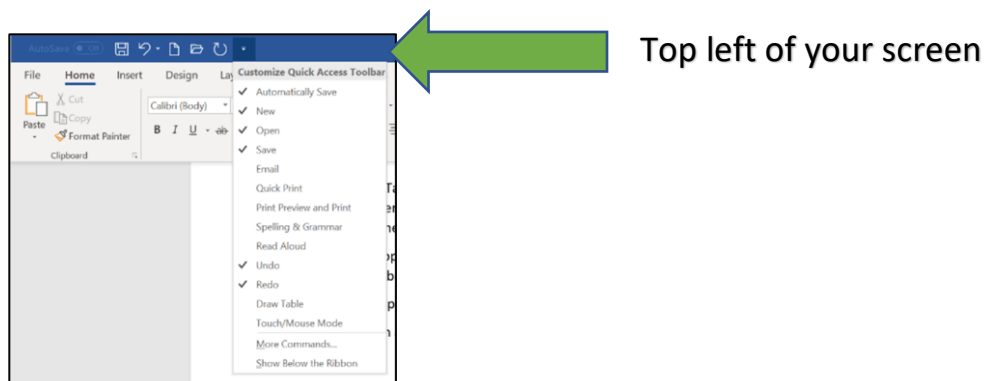


5. Choose the PDF file you wish to open in Word.

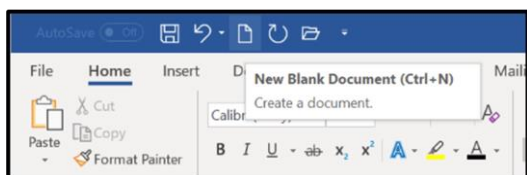


6. Click Open.

Short Cut - Setting Up the Quick Access Tool Bar



1. Click on the down arrow on the Quick Access tool bar to choose options.
2. Click on the options you want to add to the toolbar. Some options to add include: New, Open, Save, Print, Undo, and Redo.
3. You will see the icons appear on the Quick Access Toolbar.



4. Hover (place your mouse without clicking) your mouse over the icon to see what each icon does.
5. You can use these icons (pictures) instead of your File Tab when working on your document.

Further Learning and Additional Digital Resources for Instructors

Digital Resources	Web Address Online Link
CESBA's LBS Digital Literacy Curriculum	https://cesba.com/cesba-launches-lbs-digital-curriculum/
Digital Technology Resources, including Online and Offline Learning, Learning with Technology – Lesson Plan and Assessment	https://alphaplus.ca/content-type/resources/
Technology Section includes Email, Basics, and MS Office	https://edu.gcfglobal.org/en/subjects/tech/
Webwise, Using the Web	http://www.bbc.co.uk/webwise/topics/using-the-web/
ABC Internet Matters	https://abclifeliteracy.ca/all-programs/internet-matters/
Basic Digital Skills including Windows 10, Email, YouTube and Google Maps	https://www.digitallearn.org/courses
Computer Training Series including Getting to Know Your Computer, Facebook, Shopping Online	https://www.cbal.org/computer-training.html
Digital Online Courses including Conquer your Fear of Digital Technology, Computing for College and Careers, Word, Excel etc.	http://learninghub.ca/course-list-content/57
Getting Started with Computers	https://assessment.digitalliteracyassessment.org/basic-computer-skills/practice/getting-started-with-computers
Online courses including Introduction to Social Media and Making Sense of the Internet	https://goodlearninganywhere.com/courses/
Youth Teaching Adults, including Skype, Facetime, Duo and Zoom	https://youthteachingadults.ca/resources/

Digital Resources	Web Address Online Link
CESBA's Work Skills Manual, Use Digital Technology Module	https://cesba.com/resources/lbs-work-skills-manual/
Essential Skills for Computer Use Manuals includes Internet Use, Word Processing, Presentations and Spreadsheets	Available late spring 2021 www.cesba.com/resources
Smart Devices: How Your Phone Talks to Everything	https://www.lambtoncollege.ca/online/free-mini-courses/
Digital Literacy Modules	https://www.llsc.on.ca/digital-literacy-modules
Parts of the Computer	https://dlnmovingonup.ca/lessons/using-the-computer/

Milestone Suggestions

Please refer to the next section to view suggestion milestones for the courses.

Instructor's Suggested Milestone Checklist – Slide Show Presentations

This is a list of milestones suggested for this course. These are not all mandatory and can be chosen on a learner to learner basis by the instructor. Completion of 2 milestones will be a good demonstration of the skills attained by learners from the learning materials provided in this course.

Recommended Milestone	Present milestone to learner		
M. 3 (A1.2) Find and Use Information; for Employment, Independence, Apprenticeship, or M.4 (A1.2) Find and Use Information; for Secondary and Post-Secondary	After page 21 of PowerPoint manual		
M. 17 (B1.3) Make a presentation for all goal paths	After completion of manual		
Milestone 36 (B4) Express yourself creatively for all goal paths	After completion of manual (Learner may use PowerPoint to create a collage, poetry, photo album with stories, etc.)		
M. 56 (D.3) Use a wide variety of software for all goal paths	After page 53 of manual		
M. 58 (E.2) Manage learning for all goal paths	After page 53 of manual		

Instructor's Suggested Milestone Checklist – Word Processing

This is a list of milestones suggested for this course. These are not all mandatory and can be chosen on a learner to learner basis by the instructor. Completion of 2 milestones will be a good demonstration of the skills attained by learners from the learning materials provided in this course.

Recommended Milestone	Present milestone to learner		
M. 3 (A1.2) Find and Use Information; for Employment, Independence, Apprenticeship, or M.4 (A1.2) Find and Use Information; for Secondary and Post-Secondary	At end of manual		
M. 18 (2.1) Write continuous text; for Employment, Independence, Apprenticeship, or or 19 (2.1) Write continuous text; for Secondary and Post-Secondary	After Memo exercise on page 51		
M. 56 (D.3) Use a wide variety of software for all goal paths	After completion of manual		
M. 58 (E.2) Manage learning for all goal paths	After completing extra activities and checklist in post-manual activities		

Instructor's Suggested Milestone Checklist – Spreadsheets



This is a list of milestones suggested for this course. These are not all mandatory and can be chosen on a learner to learner basis by the instructor. Completion of 2 milestones will be a good demonstration of the skills attained by learners from the learning materials provided in this course.

Recommended Milestone for Essential Skills for Spreadsheets	Present milestone to learner	Date of successful completion	Date to be retaken if not successfully completed
M. 6 (A1.3) Find and Use Information; for Employment and Apprenticeship, or M.7 (A1.3) Find and Use Information; for Secondary and Post-Secondary	After page 23 of manual		
M.30 (B3.2b) Create a Table to Organize and Compare (Learner must have Internet skills to complete this milestone)	After page 83 of manual		
M. 56 (D.3) Use a wide variety of software for all goal paths	After page 107 of manual		
M. 58 (E.3) Manage learning for all goal paths	After page 113 of manual		

Milestones that **may apply** if this manual is accompanied by additional math activities from instructor on basic math functions and budgeting.

M. 37 or 38 (C.1.1) Understand and Use numbers, Money management	After page 65 of manual		
M. 40 (C1.3) Understand and Use Numbers, Create a budget	After page 104 of manual		

Instructor's Suggested Milestone Checklist – Internet Use



This is a list of milestones suggested for this course. These are not all mandatory and can be chosen on a learner to learner basis by the instructor. Completion of 2 milestones will be a good demonstration of the skills attained by learners from the learning materials provided in this course. Instructor may decide to add a numeracy milestone after page 73.

Recommended Milestone	Present milestone to learner	Date of successful completion	Date to be retaken if not successfully completed
M. 3 (A1.2) Find and Use Information; for Employment, Independence, Apprenticeship, or M.4 (A1.2) Find and Use Information; for Secondary and Post-Secondary	After page 23 of Internet manual		
M. 55 (D2) Conduct an Internet search; for all goal paths	After page 40 of Internet Manual		
M. 58 (E.2) Manage learning for all goal paths	After page 77		