SESSION PLAN:

CREATING AND EDITING

Using this session plan:

BCS have developed this session plan to aid you in the planning and delivery of the core topics that feature within each of the skill areas of the Digital Functional Skills syllabus. The sequence of learning and the activities included have been provided as a suggestion rather than as a prescribed route, and if used should be adapted to suit the needs of your learners and their learning programme. This session plan also includes reference to other resources available from BCS including the online modules that are available through the Skillsbox platform.

Session timings:

15 guided learning hours are recommended on average to deliver all sessions for this skill area. Individual skills, previous experience and additional support requirements should be considered when planning your sessions, as well as time to learn new software.

Module overview:

This module will enable your learners to understand different types of documents and digital media and the applications required to create them. They will develop a practical understanding of using features within word processing software (Microsoft Word and Microsoft PowerPoint) to create and format types of documents including presentations, tables, charts, images and text. They will use desktop applications or applications on touchscreen devices to edit images. They will also develop a practical understanding of using functions in Microsoft Excel to process numerical data (e.g., sort and filter data, and use simple formulae that include mathematical operators).

Learning outcomes covered within this module:

2.1. Use suitable applications, to enter, edit format, layout and save information for a range of purposes and audiences.

2.2. Use appropriate layout conventions for information and audiences.

2.3. Edit an image using an appropriate tool.

2.4. Process numeric data using simple formulae using relative cell references.

2.5. Process numeric data by values in a column

2.6. Format numeric data

2.7. Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels.

Important notice

In the live Entry Level 3 and Level 1 Digital Functional Skills tests, candidates will be expected to understand, and will be tested on, the functionality of the ribbon menu. Test question instructions will specify "Using the ribbon menu..."
When following these session plans, please ensure your candidates are familiar with using functions from the ribbon menu. Candidates can sign up to use Word, Excel, and PowerPoint on the web **here** to familiarise themselves with the ribbon menu functions.

It is essential that candidates are made aware of and taught the different approaches to completing a particular task (e.g., making text bold via keyboard shortcuts or via the ribbon menu), as it is important that they know how to use these different approaches to complete tasks in their daily life once they have completed the qualification.

Activity Key:

Tutor led group discussion	Online activity	Group activity	Quiz	Tutor demonstration	Individual activity

Session 1: Creating documents for different audiences			
Session content	**Activity**	**Suggested resources**	**MPL**
What types of documents may be used in a workplace? Tutor to lead group discussion to identify different types of documents that are often used within an organisation for different audiences. Examples include report, letter, guidance document, survey, training manual, product summary. **Understanding the audience (familiar/unfamiliar) and using appropriate style (formal/informal)** • Who is the audience? Managers, customers, colleagues. • What is the communication style? Formal, informal • What type of information do they need? Business report, a presentation, an advertisement. • Consider templates, layouts and brand guidelines etc		PC, laptop or smart device, web browser.	2.1 2.2
Individual or group activity Learner to find an example of a document OR review one provided by the tutor and share findings with group including the audience, purpose of the document, type of information contained, the layout, types of media used.		PC, Laptop or smart device. Web browser.	2.1 2.2

How do I create a simple document?
 	
Tutor to provide a demonstration on how to create a document e.g., a report, using different layouts in Microsoft Word.
They may wish to re-cap on Entry Level learning in relation to the basic features of Microsoft Word and how to create a document (e.g., basic formatting of text).
 	
This demonstration should include the following:
 	
• Choosing an appropriate application – Microsoft Word, Microsoft PowerPoint
• Choosing a layout to create a new document, report, letter, presentation etc.
• Formatting text: e.g., fonts, font size, bold, italic, underline.
  Style (paragraph, heading)
  Colours, alignment etc
		BCS Online Module: Using Word Processing Software (Microsoft Word),	2.1
			2.2

• Creating and formatting tables (columns, rows, borders, shading, headings, text alignment, merge etc) • Choosing and inserting appropriate graphics, charts. • Saving documents.			
Individual or group activity Learners to be tasked to gather some information which they will present in a simple document or report with a table. This may require completing a simple research task online to gather information on a given topic that can include data to present in a table (e.g., Different countries, population size language spoken, national dish). They should create a new document using a selected layout and include a table to present their findings. If any learners do not have access to a computer or device with Microsoft Office applications installed, they can sign up to use the online version of Microsoft Office for free here: https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web		PC, or Laptop. Web browser. Microsoft Word.	
Knowledge check: • Test your learners' understanding of different types of documents e.g., matching type of document to use. • Test re-call of different functions.		Group quiz or online quiz tool.	2.1 2.2
What will your learners be able to do at the end of this session? Learners will be able to: • Explain the use of different documentation in a business. • Identify suitable formats based on the information to be presented and needs of the audience. • Use an available layout with Microsoft Word to create a simple report. • Create and format a table.			

Session 2: Presenting information using images, graphs and charts			
Session content	**Activity**	**Suggested resources**	**MPL**
What makes a good presentation? Tutor to lead group discussion around the use of presentation software. This may re-cap on Entry Level learning to encourage learners to re-call knowledge and share ideas on using the software (Microsoft PowerPoint), what makes a good presentation, and what you can include in the text, images, video, hyperlinks). We can also include Graphs and charts in presentations. Tutor to present one or more examples of information presented as a graph or chart, e.g., an infographic to present statistical information to the public.		PC, or Laptop. Web browser. Microsoft PowerPoint	2.1 2.2
Let's create a presentation! Tutor to provide a demonstration of the following features within Microsoft PowerPoint. Editing images: • Insert/import an image from file or from online (re-cap from Entry Level). • Resize an image using the height and width option in the ribbon. • Crop an image. • Rotate an image. • Adjust brightness and contrast. • Colour balance • Add a caption. The tutor may wish to provide a demonstration of additional functionality including: • adjusting the transparency of an image, compressing images (to reduce the file size of the presentation file). • adding graphs and charts: - insert a chart and the different chart options (column, pie, line) - input the data for the chart (Note: This will require a short introduction to Microsoft Excel – however only needs to cover inputting the data into the cells as this software will be covered in a later session.) - update chart headings, labels, key, colours. - adjust the position of the chart on the slide.		BCS Online Module: Using Presentation Software (Microsoft PowerPoint).	2.1 2.2 2.3

Individual or group activity
 	
Give Learners a brief to design a presentation (approximately 5 slides).
For this they will need to:
  – identify a topic, research the information required including three or more images.
  – include at least one image they have taken using a device (digital camera or smartphone) and any images sourced online, being mindful of copyright.
  – include at least one graph or chart.
 	
Learners should be mindful of layout e.g., using appropriate headings and all information being visible on each slide.
 	
If any learners do not have access to a computer or device with Microsoft Office applications installed, they can sign up to use the online version of Microsoft Office for free here:
https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web
		PC, or Laptop. Web browser. Microsoft PowerPoint.	2.1
			2.2
			2.3

Knowledge check:
Test your learners understanding of how to perform certain actions in Microsoft PowerPoint e.g.
  • Which option would you choose to recolour an image?
  • Which option would you use to insert a pie chart?
		Group quiz or online quiz tool.	

What will your learners be able to do at the end of this session?

Learners will be able to:
- create a presentation using Microsoft PowerPoint that incorporates a set of images that they have edited and a graph or chart as well.