Summary, challenges and instructional strategies

This module introduces students to word processing using Microsoft Word. The session familiarizes students with the key features of the Word interface (the ribbon and the tabs) and teaches skills for creating, editing, saving, and retrieving a document, both on a hard drive and on a portable storage device.

The key challenge for successful instruction of this module is keeping students directed in their tasks and focused on a limited number of tools. While you can give a very quick overview of the various tabs, it is recommended that you work exclusively in the Home tab and that you use a very limited number of commands. More advanced students may move forward to additional tabs and commands on their own, but success for all will be most supported by limiting the number specific tools taught. Helping students recognize the overall pattern of commands in the ribbon areas and understand how commands work (as an ON/OFF switch) will give them confidence, keep them from feeling overwhelmed by the number of specific commands available, and ultimately allow them to use any command successfully.