



## **Use of the VALRC Digital Literacy Materials**

### **Microsoft Word and Excel**

Thank you for using these digital literacy materials. These materials are intended to assist individuals in gaining skills that they need to be successful in the twenty-first century workplace. These units have been designed for use in ABE classes, although they may be adapted for literacy and ESOL instruction as well.

The materials have been prepared on Microsoft Office 2013. Earlier versions of the program (since 2007) may show slightly different interfaces, so please compare the printed materials to the program used by adult learners prior to usage in the classroom setting.

There are two units made up of 4 modules each. The modules will introduce a few basic functions of a program; it is hoped that adult learners and their instructors will build on these basic functions to practice, to create their own projects, and to transfer the overall concepts to other computer usage.

In each module, you will find a workbook, a template, an assessment, and an accompanying video guide. Each unit also includes a visual glossary.

It is recommended that learners watch the video, create their own documents using the workbook, view the video again and complete the assessment. Once they have mastered the material, they should try to create an original document using the skills that they have learned (“Use Your Skills”). All of these materials should be used in a guided setting.

Each unit has four project-based modules:

Unit	Module	Keys/functions
Word	Create a recipe  Assessment Use Your Skills	Select and format text, style of title, font Select spacing, images from the Internet Copy, paste, resize, position image Save
Word	Write a Letter	Create paragraphs, alignment Select spacing Save, print
Word	Create a Schedule	Create folder, table Format table with color, italics, spacing Save to folder Print
Word	Create a Flyer	Download flyer template from Internet Edit template including text box, re-sized images Add color Save and print
Word	Glossary	

Unit	Module	Keys/functions
Excel	Analyze a survey	Use rows, columns, autofit Create bar graphs, pie charts Cut, paste save
Excel	Grades and Functions	Use rows, columns to organize data Use Autosum, average functions Click, drag functions Print
Excel	Pivot Tables and Charts	Select data for inclusion into visual organizer Create PivotTable, Pivot Chart Add fields to tables and charts Save
Excel	Budget	Create a folder Enter formulae (addition, multiplication) Format cells Save to a folder, print
Glossary		

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