

HIGHER ADMIN & IT – MISS MCLEISH’S GROUP
HOME LEARNING SCHEDULE
APRIL – JUNE 2020

Please send work to your teacher when completed – email addresses are at the bottom of the page

TOPIC	RESOURCES NEEDED	TASK TO COMPLETE	ESTIMATED TIME TO COMPLETE	COMMENTS
INTRODUCTION TO COURSE				
1.	Word Processing Booklet, Word Processing Files	Pg 1-11 Introduction to Word Processing, Creating and Modifying Styles	2 hours	For anyone who doesn't have access to a laptop/computer at work or who is struggling to gain WIFI access. Please email me and I'll forward you a Theory Booklet which can you view on your phone. You can answer questions on paper and take a picture of your answers and can email me it. I'll then mark all answers for you.
2.	Word Processing Booklet, Word Processing Files	Pg 11- 15 Section Breaks	2 hours	
3.	Word Processing Booklet Word Processing Files	Pg 15-20 Headers and Footers in Section Breaks	2 hours	
4.	Word Processing Booklet Word Processing Files	Pg 20- 24 Table of contents	1 hour	If you are having trouble downloading any files/booklets from teams, please email me and I'll send them to you by email.
5.	Word Processing Booklet Word Processing Files	Pg 24- 26 Watermarks	1 hour	
6.	Word Processing Booklet Word Processing Files	Pg 26-28 Bookmarks	30 minutes	When you have worked through tasks please email them to me, included in the files are solutions to the tasks to help you if you are unsure of what your finished task should look like.
7.	Word Processing Booklet Word Processing Files	Pg 28-31 Footnotes and Endnotes	1 hour	
8.	Word Processing Booklet Word Processing Files	Pg 31- 37 Cross References, Comment Word Count and Thesaurus	1 hour	
				Miss McLeish

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9.	Word Processing Booklet Word Processing Files	Pg 37-46 Tables	2 Hours 30 minutes	Theory questions and resources will be uploaded once all word processing tasks have been completed
10	Word Processing Booklet Word Processing Files	Pg 46- 53 Creating and Protecting Forms	1 hour	
11	Theory- Customer Care PowerPoints, Worksheets, Past Paper Questions	Work through each of the Customer Care tasks	3 hours	
12	Theory- Teams	Work through each of the Effective Teams tasks	3 hours	

TEACHER EMAIL ADDRESSES

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