***Start Here***

**[GRANDMOTHER] SIDEBAR TEXT:** My arthritis makes it difficult to write with pen and paper. I hope learning word processing will make it easier for me to communicate!

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:** Improving my word processing skills will allow me to apply for a greater number of jobs.

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:** After more than 20 years in the same factory job, my word processing skills need a lot of improvement.

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** Improving my word processing skills will allow me to apply for a greater number of jobs.

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:** When I last worked a paid job, technology skills weren’t as important. I’ll need word processing skills this time around!

**[GOVERNMENT WORKER] SIDEBAR TEXT:** With my office’s purchase of new computers, I will need to have word processing skills.

**MODULE INTRODUCTORY VIDEO*:*** *[*Voice over narration with still images to introduce module. Will use and, when appropriate, adapt the introductory text that appears at the beginning of the module in Intel's document.]

***ACTIVITY 1: EXPLORING WORD PROCESSING***

**[GRANDMOTHER] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**[GOVERNMENT WORKER] SIDEBAR TEXT:** I want to write a letter, but need to practice first.

**LEARN TAB:**  [VIDEO]

**TRY TAB:**

Practice some basic word processing skills in the box below.

FOLLOW THESE STEPS

1. Type your name and address.
2. Change the color of the address to blue.
3. Change the font size of your name to 18.
4. Copy and paste your full address again below the first.
5. Change the font size and color of the second address.
6. Center one of the addresses.
7. Delete one of the names and replace it with another name.

[Embed WYSIWYG here]

If you need help, watch the video again or explore the Intel Help Guide.

***ACTIVITY 2: LOCATE WORD PROCESSING SOFTWARE***

**[GRANDMOTHER] SIDEBAR TEXT:** I want to send a letter to my Public Works Department to express concern about the potholes on my street.

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:** I want to send a letter to a company to ask about job openings.

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:** I need to write a letter to my former employer seeking information about my pension plan.

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** I want to send a letter to my daughter’s school.

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:** I want to send a letter to a company to ask about job openings.

**[GOVERNMENT WORKER] SIDEBAR TEXT:** I want to create a form letter that I can use to correspond with our office’s clients.

**LEARN TAB:**  [VIDEO]

**TRY TAB:**

Find your word processor and try writing a letter.

FOLLOW THESE STEPS

1. Find your word processing software.
2. Open a new blank document.
3. Type your address at the top.
4. Try typing a few sentences of text that you might include in a letter to someone.
5. Experiment with changing the font, color, or alignment of your text.
6. Save your work.

If you need help, watch the video again or explore the Intel Help Guide.

***ACTIVITY 3: MAKE A FLYER***

**[GRANDMOTHER] SIDEBAR TEXT:** My church is holding a bake sale and I’d like to advertise it in the lobby of my apartment building.

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:**

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:**

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** I want to advertise my house cleaning services to make some extra money

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:**

**[GOVERNMENT WORKER] SIDEBAR TEXT:** I need to make a flyer to advertise an employee training seminar at work.

**LEARN TAB:**  [VIDEO]

**TRY TAB:**

Think of a product, event or service you would like to promote with a flyer or try recreating the flyer from the video.

Or try recreating this flyer as practice [thumbnail image that can be clicked to expand]

FOLLOW THESE STEPS

1. Use paper and pencil to plan your flyer.
2. Open a new document in your word processing software.
3. Type your planned text in the document.
4. Edit font size, color, and alignment to add interest.
5. Add pictures, a table, or even a border to make it more interesting.
6. Save your work.

If you need help, watch the video again or explore the Intel Help Guide.

***ACTIVITY 4: MAKE A GREETING CARD***

**[GRANDMOTHER] SIDEBAR TEXT:** My granddaughter’s birthday is next week and I’d like to send her a card.

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:** My younger sister is graduating high school and I want to make her a card.

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:** A friend was hurt on the job and I want to send him a Get Well card.

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** I want to make a card for my grandmother for her birthday next week.

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:** I want to send my brother and his family a Christmas card.

**[GOVERNMENT WORKER] SIDEBAR TEXT:** A co-worker is retiring and I want to make her a card.

**LEARN TAB:**  [VIDEO]

**TRY TAB:** Think of an occasion for which you would like to send a card to a friend or relative (Birthday, Christmas, Get Well, etc.) as you work through the steps below.

Or try recreating this card as practice [thumbnail image that can be clicked to expand]

FOLLOW THESE STEPS

1. Use paper and pencil to plan your card.
2. Open a new document in your word processing software.
3. Type your planned text in the document.
4. Edit font size, color, and alignment as necessary.
5. Add pictures to your card to add interest.
6. If you like, add a decorative border to your card.
7. Save your work.

If you need help, watch the video again or explore the Intel Help Guide.

***ACTIVITY 5: MAKE A RESUME***

**[GRANDMOTHER] SIDEBAR TEXT:** I’m helping my grandson find his first job!

**[YOUNG MAN COLLEGE DROP-OUT] SIDEBAR TEXT:** I need to make a resume to send out to potential employers.

**[UNEMPLOYED FACTORY WORKER] SIDEBAR TEXT:** I need to make a resume to send out to potential employers.

**[YOUNG MOTHER SEEKING WORK] SIDEBAR TEXT:** I need to make a resume to send out to potential employers.

**[MIDDLE-AGED WOMEN SEEKING SKILLS] SIDEBAR TEXT:** I need to make a resume to send out to potential employers.

**[GOVERNMENT WORKER] SIDEBAR TEXT:** I need an updated resume to keep in my files at work.

**LEARN TAB:**  [VIDEO]

**TRY TAB:** Use either your own work and educational experience or sample information to create a resume.

Or try recreating this resume as practice [thumbnail image that can be clicked to expand]

FOLLOW THESE STEPS

1. Open a new document in your word processing software.
2. If you like, download a resume template and update the text with your own information.
3. Add your name and contact information, including mailing address, phone number, and email address.
4. Add your Work Experience and Academic Information.
5. Add any Additional Qualifications you have such as typing or clerical skills, additional languages you speak, computer skills, etc.

If you need help, watch the video again or explore the Intel Help Guide.