

Office programs - Learning guide

This session is a blend of a Learn My Way course and offline practise activities.

Resources:

- A device with internet access
- [Learn My Way Course: Introduction to office programs](https://www.learnmyway.com/courses/introduction-to-office-programs) - <https://www.learnmyway.com/courses/introduction-to-office-programs>
- Match the features activity (print off)

LEARN

- What we mean by 'office programs'
- The difference between online and offline programs
- What document, presentation and spreadsheet programs are and how they can be used
- What the differences are between free and paid for office programs

DO

- Navigate to the Learn My Way course Introduction to office programs.
- Complete the course.
- When you have completed the course, try the Match the features activity. Discuss the results with a centre manager/friend or helper.

REFLECT

How did you find the session? Can you remember key information? e.g. what is a spreadsheet program, what are some examples of online office programs? Would you be able to tell someone else?

NEXT STEPS

Use online resources outside of the session.

Tip: There are lots of free alternatives to Microsoft Office. You can find out more about some of them here: [GCF Global - 4 free alternatives to Microsoft Office.](https://edu.gcfglobal.org/en/word2013/4-free-alternatives-to-microsoft-office/)
[https://edu.gcfglobal.org/en/word2013/4-free-alternatives-to-microsoft-office/1/](https://edu.gcfglobal.org/en/word2013/4-free-alternatives-to-microsoft-office/)

Match the features

Activity:

Below are a list of features of online and offline programs. Draw a line to identify which feature belongs to each type of program.

Offline

Download and install

Save files to your computer or memory stick

Run without an internet connection

You need an online account

You don't need an online account

You don't need to download and install

Can be accessed from any computer with an internet connection

Online