

“Cloud Computing in the European schools”

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IES Ramón del Valle-Inclán



“Key Competences on Microsoft Word”



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Key Competences on Word: content of course

First, as the “Berufsbildende Schulen Osterholz-Scharmbeck” (BBS OHZ) is a Microsoft partner school, and most of the regional companies are working with Microsoft products, we are teaching primarily on Microsoft Office.

Second, the BBS OHZ has a didactic learning management system (LMS): “Moodle”. Moodle is the most spread and most sophisticated LMS worldwide.

The acronym *Moodle* stands for *modular object-oriented dynamic learning environment*. (In the early years the “m” stood for “Martin’s”, named after Martin Dougiamas, the original developer). As well as being an acronym, the name was chosen because of the dictionary definition of Moodle and to correspond to an available domain name.

Moodle has continued to evolve since 1999 (since 2001 with the current architecture). It has been translated into over 100 different languages and is accessible in many countries worldwide. Institutions can add as many Moodle servers as needed without having to pay license fees. The Open University of the UK currently uses a Moodle installation for their 200,000 users while the UK government uses a Moodle installation for their Civil Service Learning platform serving half a million employees.

(Last two paragraphs from <https://en.wikipedia.org/wiki/Moodle>).

In the BBS OHZ-Moodle we have a course for word processing “MS Word”. Main aim is to generate a letter of job application.

It starts with a video-tutorial on youtube:

https://www.youtube.com/watch?v=H2YX_5ZAcvE

Another source of common information on how to write a letter of job application which fulfills the requirements of DIN5008 (DIN = Deutsches Institut für Normung = German Institute for Standardization) is wikipedia:

(a) Head



Hans Mustermann

Hauptstraße 23 12345 Musterstadt



(b) Address



See also: Postal address

The address field is aligned to machine readability for fully automatic sorting. In various DIN specifications (inter alia, DIN 676), in addition to the request of the Deutsche Post AG and the Universal Postal Union UPU precise dimensions are specified, which should be observed in the labeling in the business area.

Basically, a simple sender address is now provided in the address field. The first actual address line is the fourth line of the address field whose position is "binding". Unused lines remain free at the top or bottom.

3. Examples:

Computer Service GmbH, 90461 Nürnberg

[leer]	[leer]	12345/ca/vg/11/734a
[leer]	[leer]	
Comptech GmbH	Special Logistics Team Ltd	Frau Olga Musterfrau
Berufsschule für Briefschreibwesen	Dpt Engineering II	Herr Olaf Mustermann
Abraham-Lincoln -Allee 62	Ms Judith K Example	Fantasieweg 99 // W 402
00000 Fantasiestadt b. München	2100 Harding Rd	00000 Fantasiestadt/M.
[leer]	COSTA MESA, CA 92626	[leer]
[leer]	USA	[leer]





(c) Body of the letter:

Ihr Zeichen, Ihre Nachricht vom	Unser Zeichen, unsere Nachricht vom	Telefon, Sachbearbeitung	Datum
at-zz 2006-10-23	E011/pk-ra	+49 123 45- 6789 Frau Musterperson	2006-10-26

Letters in German language according to DIN 5008:2005-05
(taking into account the new German spelling in the version of February 2006)

Dear Sir or Madam,

We are pleased that we provide you extracts from the most important contents of the adapted to the international computer age DIN 5008 writing and design rules for the word processing of the German Institute for Standardization e. V. in the version of 2005.

These proposals standardize the basic framework of business and government letters in national and international correspondence - although they allow a relatively large number of variations in the arrangement from the outset. The far-reaching professional and personal importance of a good design of documents, eg. B. in applications or in the B2B or B2C area, is now widely accepted.

1. All lines begin at the so-called alignment line (2.41 cm from the left edge of the page). The individual paragraphs of the letter are each separated by one or two blank lines.
 2. The letterhead can be personalized, z. B. with company name, advertising text, graphics.
 3. The small printed sender above the address field contains the address in abbreviated form. With skillful placement (and convolution), this line fits into the window of a window envelope.
 4. The EDP-compliant address field is set up in nine lines according to international standards: 3 lines for the additional and endorsement zone (ZVZ), 6 lines for the address zone (AZ). It begins about 3.39 cm below the upper leaf margin. Empty lines within the address block are now completely eliminated. All additions are immediately above the recipient address, which always starts in the 4th line. For foreign addresses, the destination and country are written in CAPITALS.
-
3. ZVZ – z. B. elektronische [Freimachungsvermerke](#)
 2. ZVZ – z. B. Vorausverfügung *Nicht nachsenden!*
 1. ZVZ – z. B. [Einschreiben](#) / [Recommandé](#)
 1. AZ – [Firma](#) (= Name des Unternehmens)
 2. AZ – [Anrede](#), ggf. Berufs- oder [Amtsbezeichnungen](#)
 3. AZ – ggf. Akademische Grade (z. B. Dr., Dipl.-Ing., Dipl.-Hdl.), Name
 4. AZ – Straße/Hausnummer (ggf. // App.-Nr.), [Postfach](#)
 5. AZ – [Postleitzahl](#) und Ort (BESTIMMUNGSORT)
 6. AZ – (LAND)





5. The room to the right of the address field will normally remain free for the receipt and processing notes of the recipient. Alternatively, a so-called information block in this area can summarize all important reference and communication information (see point 6).
6. The reference numeral line contains the reference numbers of the sender, that is to say information on the previous correspondence, the direct dial number, the name of the clerk, the date and optionally dictation marks (eg fan8-cc). The date is written numerically 2006-06-07 (YYYY-MM-DD) or alphanumerically June 7, 2006.
In a communication block to the right of the last line of the address field can be z. As phone number and / or fax number. The e-mail addressing, the bank details with bank codes and IBAN and other important business information - such as: Commercial register entry and VAT ID number - are usually specified in the footer of the letter.
7. The subject in the form of a shorthand, meaningful summary begins at the line of flight, is not underlined and ends without a dot. The word subject itself is by no means written (anymore). Below this, two lines are left blank.
8. The salutation is placed with a blank line from the text. In some business letters, especially forms, a personal address can be omitted.
9. The text of the letter should be recipient-specific and as clear and comprehensible as possible:
 - o Division into sections by one empty line each
 - o Highlight important information (eg deadlines, appointments) by indenting and blank lines or special fonts and font styles (also S p e r e n s)
 - o Formulation in a clear, good and descriptive German
 - o Abandonment of cumbersome and old-fashioned expressions
10. The greeting also begins at the alignment line and is separated from the text by a blank line. Even the commercial greetings are subject to fashion, today are common, for example, Best regards or Respectfully.
 - o After the salutation a line remains free. Then follow
 - o the company,
 - o three blank lines for signature and company stamp and
 - o last the name of the undersigned, if necessary with additional information.
 - o The greeting should never be on a single page without connecting text, as otherwise a clear assignment of a legally binding signature to the document would be made more difficult.
11. Attachment and distribution comments may be separated by a blank line below the signer name or written to the right of the greeting. The attachments should already be mentioned in the letter text and can be (again) listed exactly.

We wish you much pleasure in the "composition" of your business (and some private) letters in advance. Your correspondents will certainly honor your letter style!

Mit bester Empfehlung

[Anlage/n]

World Insurance GmbH & Co. KG

[evt. genau bezeichnen]

[leer]

[Verteiler]

i. V. Unterschrift

[hier: alle Auszubildenden]

[leer]

[ggf. Hr./Fr.] Vorname Nachname

Abt. für Zukunftsorientierung





(d) Fußballbereich

(Der Fußballbereich kann durch weitere wichtige Angaben ergänzt werden.)

Telefon +49 123 45-0, Fax -111

E-Mail fantasie@musterbrief.xx

Website www.fantasie.xx

Fantasiebank Fantasiestadt

Konto-Nr. 99999

(BLZ 000 000 00)

Geschäftsführung: Vorname Mustermann

AG Fantasiestadt HRB 000000

USt-IdNr. DE000 456 789?

Quiz on Word

At the end the students have to pass through a questionnaire with following questions:

Frage 1
Bisher nicht beantwortet
Erreichbare Punkte: 1,00
Frage markieren
Frage bearbeiten

Ordnen Sie den gezeigten Symbolen die jeweilige Funktion zu.

Auswählen...

Auswählen...

Auswählen...

Auswählen...

Auswählen...

Auswählen...

Auswählen...

Auswählen...

Seite: 1 von 1 Zeile: 1 Wörter: 0

(Multiple choice: collate graphic symbols in word to their functionality)



Frage 2

Bisher nicht
beantwortet

Erreichbare
Punkte: 1,00

Frage
markieren

Frage
bearbeiten

Ordnen Sie den Briefelementen die richtige Position zu.

Textfeld für Adresse	Auswählen...
Brieftext	Auswählen...
Postalische Zusatzvermerke (Freimachung, Vorausverfügung etc)	Auswählen...
Firmenname des Empfängers	Auswählen...
Anrede im Adress-Textfeld (z.B. "Herr")	Auswählen...
Grußformel	Auswählen...
Eigene Anschrift über dem Adress-Textfeld (Schriftgröße 7)	Auswählen...
Anrede (Brief)	Auswählen...
Betreff-Zeile	Auswählen...
Das Wort "Anlagen"	Auswählen...
Straße und Hausnummer des Empfängers	Auswählen...
Datum	Auswählen...
Eigene Adresse	Auswählen...
Postleitzahl und Ort des Empfängers	Auswählen...

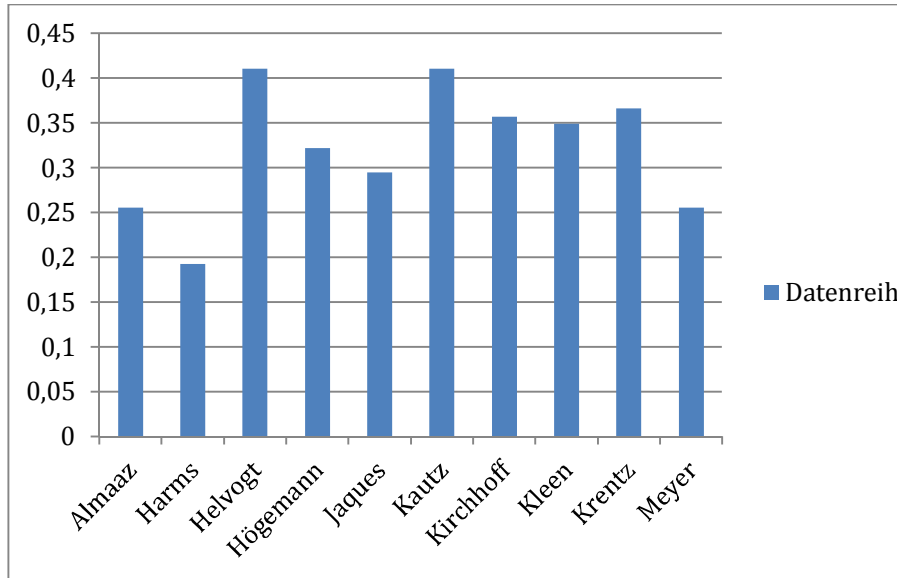
(Multiple choice: collate specific regions of business letters to their appropriate position)

Prior to the working plan the students have to absolve the quiz, which lead to the following results:

Almaaz	Hazem	0,25545
Harms	Tom-Ole	0,19255
Helvogt	Vincent	0,4107
Högemann	Nico	0,3222
Jaques	Felix	0,29465
	Lukas	
Kautz	Ricardo	0,4107
Kirchhoff	Max	0,35715
Kleen	Hauke	0,3492
Krentz	Alexander	0,36605
Meyer	René	0,25545

Chart:



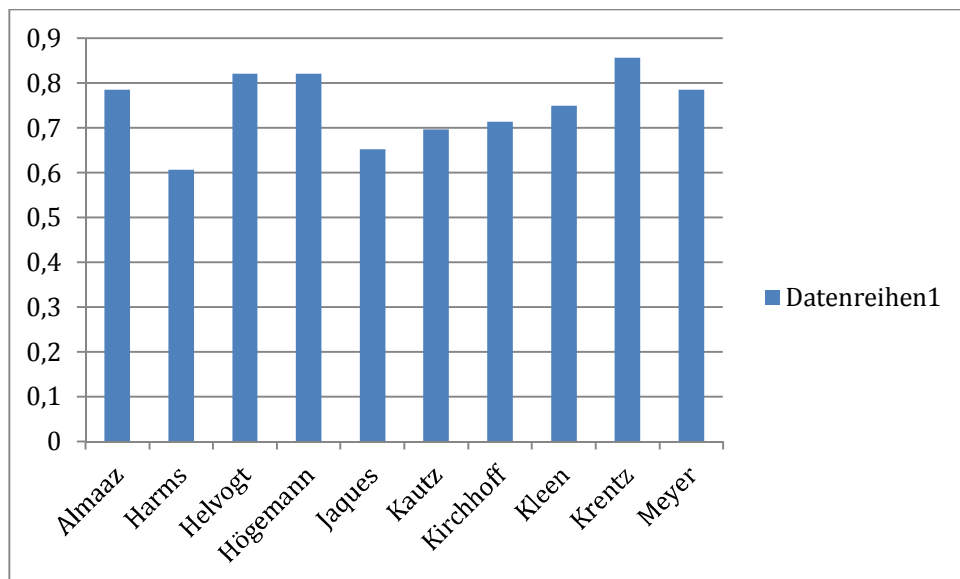


After working on the plan the quiz were repeated.

These are the results:

Almaaz	Hazem	0,7857
Harms	Tom-Ole	0,6071
Helvogt	Vincent	0,8214
Högemann	Nico	0,8214
Jaques	Felix	0,6518
	Lukas	
Kautz	Ricardo	0,6964
Kirchhoff	Max	0,7143
Kleen	Hauke	0,75
Krentz	Alexander	0,8571
Meyer	René	0,7857

As a chart:



Conclusion:

The results are showing a remarkable improvement of skills from approx. 35% to 70%.