This Employment Ontario service is funded by the Government of Ontario.

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Ontario

Skills for Success Curriculum Resource Cover Page

e-Channel Organization

Good Learning Anywhere

Curriculum Resource

Digital Skills 1: Microsoft Word
This course is designed for learners looking to take a short, interactive, and self-paced course that will help teach them the basics of Microsoft Word. After taking this course, learners will feel more confident while using Word to create new documents, format text, edit paragraphs, change layouts, and more. Learners can take this course if they are new to Microsoft Word or want to improve/refresh their document-making skills!

OALCF Alignment

Competency	Task Group	Level
A - Find and Use Information	A1 - Read Continuous Text	A1.1-A1.2
A - Find and Use Information	A3 - Extract information from films, broadcasts and presentations	A3
B - Communicate Ideas and Information	B2 - Write Continuous Text	B2.1
B - Communicate Ideas and Information	B3 - Complete and Create Documents	B3.1-B3.2
B - Communicate Ideas and Information	B4 - Express Oneself Creatively	B4
D - Use Digital Technology	D - Use Digital Technology	D.1-D.3

Goal Paths (check all that apply)

■ Employment   ■ Postsecondary
☐ Apprenticeship   ■ Independence
■ Secondary School Credit

Embedded Skills for Success (check all that apply)

☐ Adaptability   ☐ Numeracy   ■ Digital
■ Collaboration   ☐ Problem Solving
☐ Communication   ☐ Reading
☐ Creativity and innovation   ■ Writing

Notes:
Sent to CN Nov 21

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