




## Using Word for job applications



### Aim of session:

- To understand Word software and learn how to use some of its features to apply for jobs.

### Objectives of session:

- Understand the basics of Word
- Be able to use some of the functions which will make it easier to do job applications – like ‘copy and paste’.

Approx timing	Topic	Activity
5 minutes 	Introduction	Explain Word and how it's used in general. If your mentee has never used it, you might want to explain some of the basic things you can do. Try not to overwhelm them with everything! Ask your mentee to think about how they might use it when they're applying for jobs.
20 minutes 	Using Word	<p>Start by creating a blank document and asking your mentee to type something. Perhaps they could write an answer to ‘why do you want this job?’</p> <p>You could try:</p> <ul style="list-style-type: none"> <li>✕ Adding bullet points/numbers</li> <li>✕ Changing the font size or style</li> <li>✕ Underlining or bolding sections of the text</li> <li>✕ Aligning the text so it sits on right, left, centre or is justified.</li> </ul> <p>When they're happy with how the text looks try saving the document.</p>
10 minutes 	Copy and paste	<p>Next show your mentee how to copy and paste. Try a couple of different ways: using keyboard shortcuts (ctrl and c, ctrl and v), the dropdown edit menu and also right click on the mouse.</p> <p>Let them have a go so they can decide what works best for them. Show them the difference between <i>cut</i> and <i>copy</i> and get your mentee to have a go at highlighting parts of the text and cutting or moving them.</p> <p>Remember – showing them how to ‘undo’ text could be useful (blue arrow). They'll be less worried about losing text!</p>

Approx timing	Topic	Activity
20 minutes 	Attaching documents to emails	<p>Once the text is saved practice attaching it as a document. Get your mentee to have a go at drafting an email, writing the document (this could be a chance to have a go at changing fonts or formatting) and then attaching it.</p> <p>What email provider does your mentee use? Attaching documents to emails might be different, make sure they're aware of how it works for the email they'll be using the most.</p> <p>You might want to try opening documents, and sending them to yourself – just to check they're right. That way, if you think they need a bit of extra help you can go over it at the next session.</p>
5 minutes 	Evaluation	<p>Don't forget to ask your mentee do their online evaluation.</p>



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