

Welcome to Digital Skills

LCLM4002 Digital Skills

Week 6





Let's remember last week!



Finished? Help others

- Remember, if you finish a task early, you are invited to help others.
- As soon as you finish, come to the front and get a Digital Helper badge
- Then go around the room and help others complete the task.



What today is about

Improving clarity and readability in Word documents

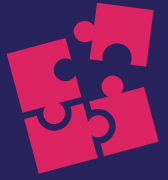
Using Word tools to edit and review text, not rewrite it

Making small, purposeful changes to improve meaning and tone

Using comments and track changes to explain and manage edits

Taking responsibility for decisions about what to change and what to keep

Building confidence in working with drafts and revisions for study and work



Which paragraph is easier to understand

- Read the two short paragraphs.
- Work on your own.
- Identify one thing in the clearer paragraph that makes it easier to understand.
- We will talk about your ideas together.



The two paragraphs

The company aims to improve customer service in different ways and this includes making changes to communication processes and staff training while also reviewing existing systems that may not currently be working as effectively as required which can have an impact on customer satisfaction.

The company aims to improve customer service.

This includes:

- improving communication processes
- providing staff training
- reviewing systems that are not working well

These changes help improve customer satisfaction.

What does 'editing' mean in Word?



What does editing mean in Word

- Editing is not rewriting.
- Editing means:
 - Improving clarity
 - Fixing small problems
 - Supporting meaning and tone
- Editing helps the reader understand your ideas more easily.
- Word tools support editing, but you stay in control.

Why we are focusing on Word

- Microsoft Word and similar tools are used in most workplaces
 - Almost 4 million businesses worldwide use Microsoft 365
 - Microsoft Office tools have around one third of the global productivity software market
- Word documents are used for reports, emails, policies, and everyday work
- These skills are transferable
- If you learn to:
 - edit clearly in Word
 - review changes carefully
 - improve clarity without rewriting
- You can do the same things in other document tools used at work

DataStudios (2025) Microsoft 365 adoption in 2025: Businesses – how deep is its global reach?, 26 May. Available at: <https://www.datastudios.org/post/microsoft-365-adoption-in-2025-businesses-how-deep-is-its-global-reach> (Accessed: 27 February 2026).

Word tools for checking text

- Word includes tools to check writing:
 - Spelling
 - Grammar
- You decide what to accept or ignore.
- These tools:
 - Highlight possible problems
 - Make suggestions
 - Are not always correct

File Home Insert Draw Design Layout References Mailings **Review** View Developer Help Acrobat

Comments Editing Share

Editor Spelling and Grammar Thesaurus Word Count Proofing

Read Aloud Check Accessibility Language New Comment Next Delete Previous Show Comments

Filter All Markup All Markup Show Markup Reviewing Pane Tracking Compare Protect Hide Ink Linked Notes OneNote

The project team is currently reviewing the latest customer feedback and has identified a number of issues that need addressing. Although most responses were positive there was some concern about the speed of communication and how updates were shared with clients. These issues was discussed during the last meeting and actions are being planned to improve the overall customer experience.

Editor

Editor Score
Calculated at 100 words

Formal writing

Corrections

Spelling	1
Grammar	1

Refinements

Clarity	2
Conciseness	✓
Formality	✓
Punctuation Conventions	✓
Resume	2
Vocabulary	✓

Section: 1 Page 1 of 1 60 words English (United Kingdom) Text Predictions: On Accessibility: Good to go Focus 140%

Word tools for reviewing and revising

- Word also supports review and revision:
 - Comments
 - Track Changes
- This is how people work in study and in the workplace.
- These tools help you:
 - Mark unclear sections
 - Plan improvements
 - Keep a record of changes
 - Work as a team in a shared document

The project team is ~~currently~~ reviewing the latest customer feedback and has identified some issues that need addressing. Although most responses were positive, there were concerns about the speed of communication and how updates were shared with clients. These issues were discussed during the last meeting and actions ~~are planned~~ have been planned to improve the overall customer experience.

-  **Errietta Bissa** ...  
What specific issues are these? Can this be clearer or more specific later?
-  **Errietta Bissa** ...  
This sentence is quite long. Could it be easier to read if it was split?
24 April 2026, 16:53

Spellcheck and Grammar tools





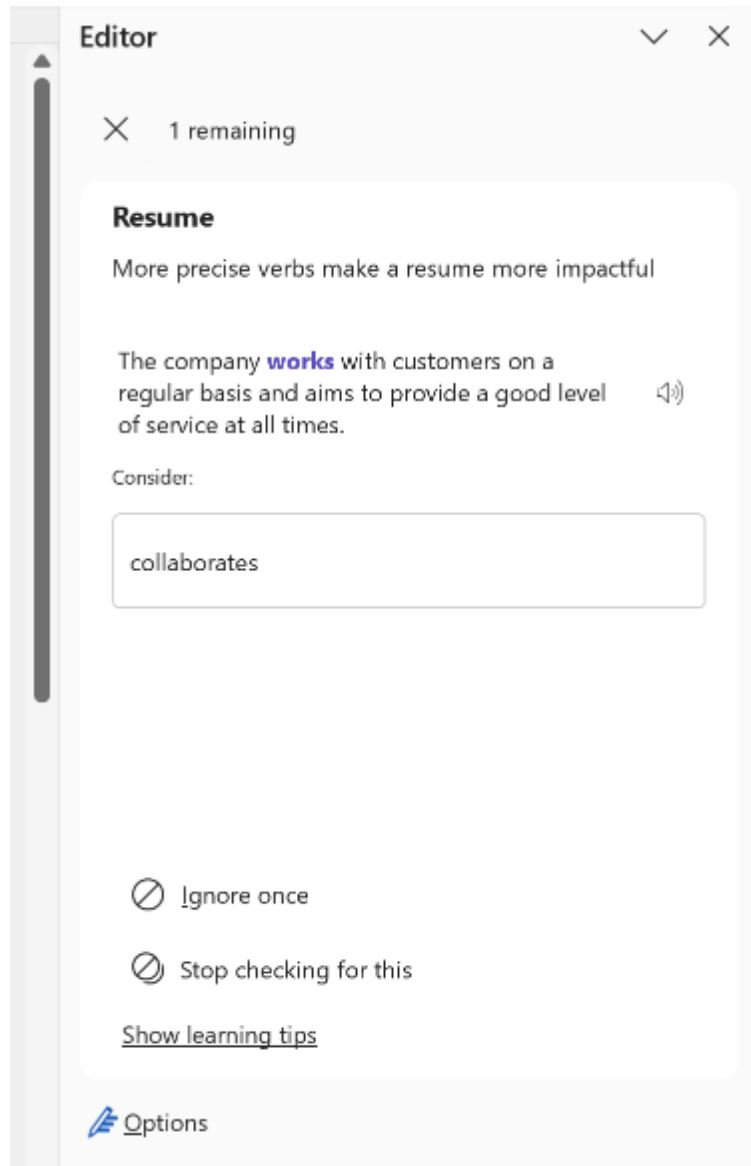
Using spelling and grammar tools in Word

- Go to Moodle
- Go to Digital Skills
- Go to Week 6
- Download the Spelling and Grammar Exercise document
- Open the document in Word
- Your task
 - Run spelling and grammar check
 - Review each suggestion
 - Decide whether to accept or ignore it
- Then, with a partner
 - Share one change you accepted
 - Share one suggestion you ignored
- Be ready to explain why.

Why checking and choice matter in Word

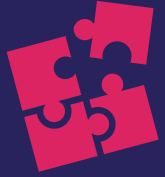
- Word tools are helpful, but they are not infallible.
- Word:
 - Makes suggestions, not decisions
 - Does not fully understand meaning or context
 - Cannot judge tone or intention
- Good editing means:
 - Checking suggestions carefully
 - Deciding what improves clarity
 - Choosing what to keep and what to change
- You remain responsible for the final text.

Your meaning, your choice!



- If you **work with** a person or a group of people, you spend time and effort trying to help them in some way.
- Collaborate is to work with another or others on a **joint project**

Definitions from Collins Dictionary (n.d.) Collins dictionary. Available at: <https://www.collinsdictionary.com/>



Using comments for clarity

- Open the short paragraph in Word.
- Go to Moodle
- Go to Digital Skills
- Go to Week 6
- Download the Comments for clarity document
- Open the document in Word
- Your task
- Add comments where something is unclear.
- Use prompts like:
 - What does this mean
 - Can this be clearer
- Do not rewrite the text yet.
- Comments are for thinking and planning, not fixing.



Share your comments

- Work with the person next to you.
- What to do:
 - Show your partner two comments you added.
- For each comment, explain:
 - what part of the text you questioned
 - why it was unclear for a reader
- Listen to your partner's comments.
- You do not need to agree or change anything yet.
- This activity is about thinking like a reader, not fixing the text

Break time!

See you in 15 minutes 😊

Track changes for revising text





Let's try track changes

- Go to the next page on the document.
- Please read the updated scenario carefully.
- The manager has shared new information about:
 - What the changes relate to
 - What needs to be clearer in the message

Your task

- You will:
 - Re-read the paragraph
 - Use the new information to guide your edits
 - Make small, clear changes only using Track Changes
- Do not rewrite the paragraph.
- Focus on responding to the scenario.



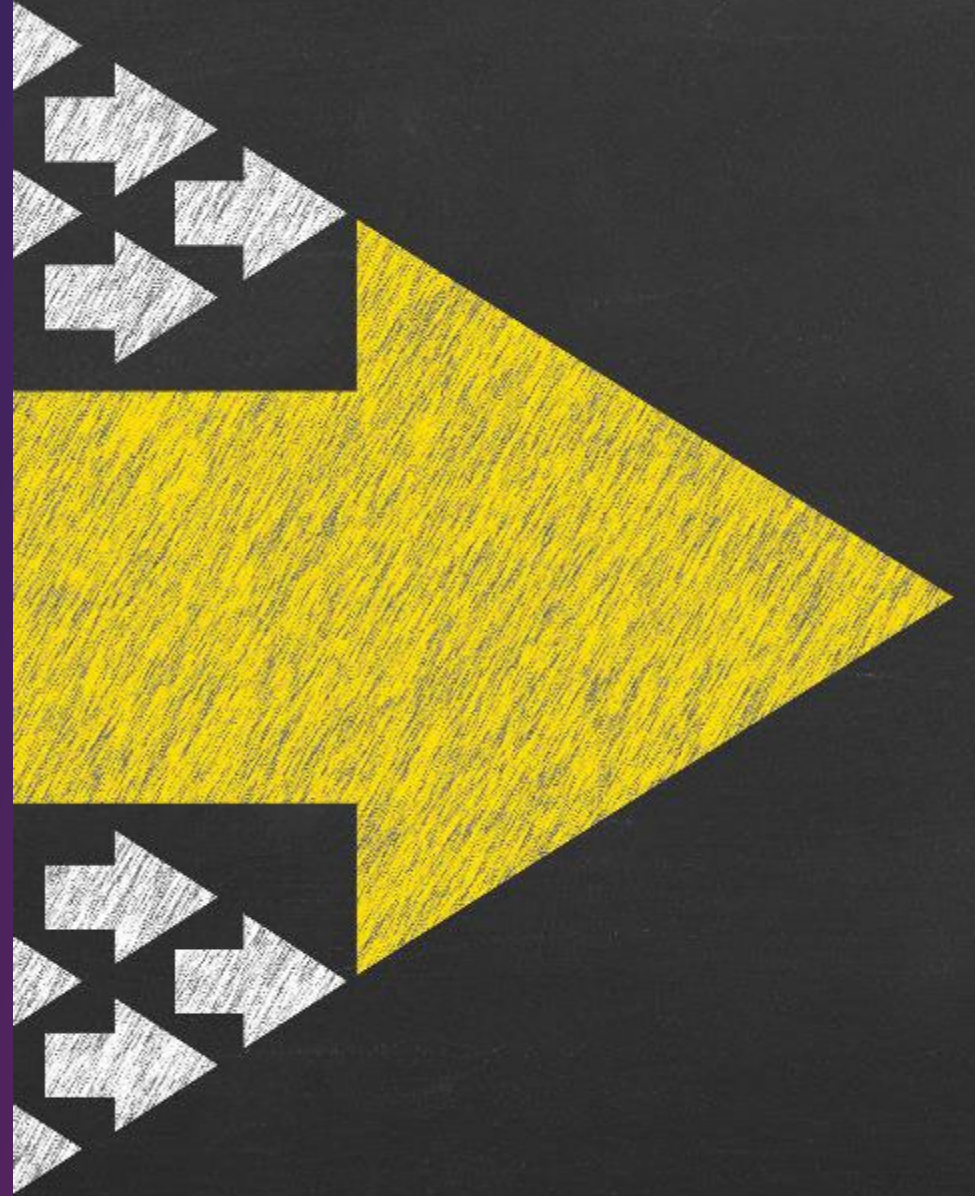
Reviewing tracked changes

- Work in pairs.
- Send your partner your document by email.
- Look at each other's document with Track Changes turned on.
- Be ready to explain why you chose that option.
- This activity is about decision making, not finding one correct answer.

Your task

- Choose one change and decide to:
 - Accept it
 - Reject it
 - Leave it for now

Editing with purpose





Editing for purpose

- You will now make final edits to the same text.
- Choose one context
 - A short email to a tutor
 - or
 - short paragraph from a business report
- Based on your choice, download:
 - Email to tutor
 - Business report paragraph

Your task

- Edit the text so it clearly fits the purpose.
- You may use any Word tool we practised today:
 - Spelling and grammar
 - Comments
 - Track Changes
- Focus on clarity and purpose, not rewriting everything.



Break time!

See you in 10 minutes 😊



Look at both versions

- Consider:
 - The original draft
 - Your edited version
- Place them side by side on your screen.
- For now, do not write
- Just read both versions carefully.
- Think about:
 - What looks clearer
 - What changed
 - How the tone feels different
- You are noticing before reflecting.



Reflection Time!

Please write a short post including:

- My writing is clearer because...
 - One Word tool that helped me was....
 - One decision I made during editing was...
 - Next time I work on a document, I will...
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
 - Only you and the tutor can see your post.
 - This is not marked.
 - You do not need to share with the class.

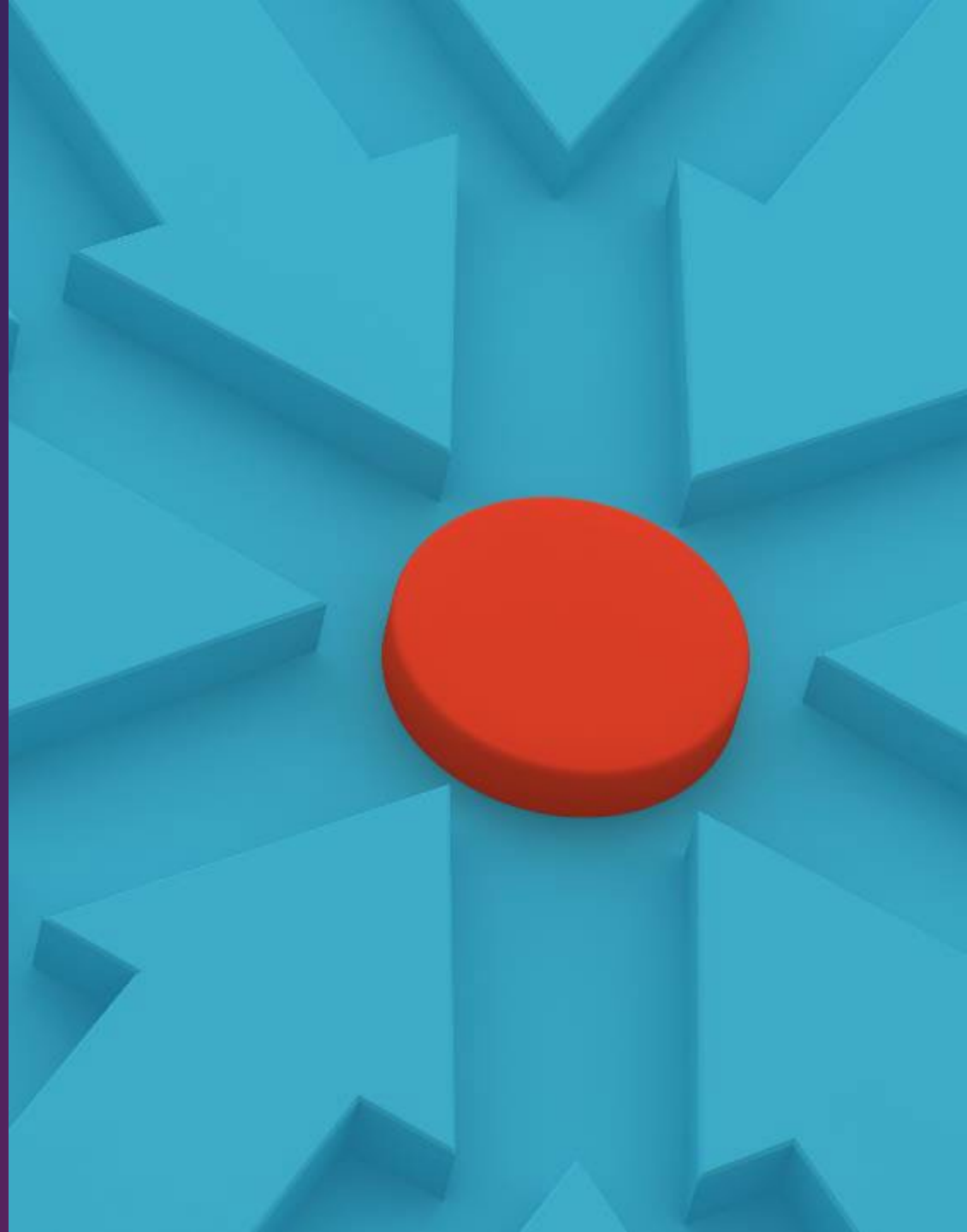


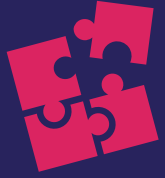


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Focus on DS2

Due next week.





Where are we?

- Please open VEVOX.
- Answer the question honestly.
- Your answer is anonymous.
- This helps us decide how to use the rest of the session to support you.





DS2 support stations

- We will now work in stations to help you prepare for DS2.
- You do not need to complete everything.

How this works:

- There are four stations
- Choose the station that will help you most right now
- You may move to another station when you are ready

Stations:

- Station 1: Choosing the right scenario
- Station 2: Choosing the right tool
- Station 3: Preparing to use your chosen tool
- Station 4: Understanding and planning the log



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Recap



Today we learned how to:

Edit documents in Word to improve clarity, not rewrite everything

- Use Word tools such as spelling, grammar, comments, and track changes to support decisions

- Read suggestions critically and choose what fits meaning and tone

- Compare drafts to see improvement clearly and explain what changed

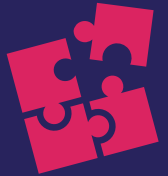
No homework this week!

Your second assessment task is due next week. Make sure you complete it in good time.

Don't leave it to the last minute

If you haven't done so already, make sure you complete

DS2 Assessment Business Digital Task: Assessment Information and Help



Work on Your DS2: Business Digital Task

- You can start or continue the first part of the portfolio (DS2) now
- I am happy to look at a draft now

Remember:

- You already have digital skills
- This task helps you see your strengths
- It helps us support you
- **DS2 is due in Week 7**

Did you help others today?

- Remember to take a selfie with your badge
- Post it in the "Digital Helper" forum on Moodle
- Everyone that has helped will be recognised.



Continue Your Microsoft Specialist Journey

- If you want to keep building your skills, continue what you started with MOS last week
- Remember:
- As a UWTSD student, the MOS courses and exams are free
- This is an extra opportunity to grow your digital skills
- You can study at your own pace

