

Welcome to Digital Skills

LCLM4002 Digital Skills

Week 4



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

Format written documents in Word.

Use editing tools to improve clarity.

Apply basic accessibility principles to written work.

Use AI tools to compare accessibility.

Reflect on learning.

Let's remember last week

- **Google = quick understanding**
- **Library = strong evidence**





CRAAP Checklist Practice

- Work in pairs
- Check the 2 sources you found earlier:
 - 1 website (from Google)
 - 1 library source (article or e-book)

10:00

- Use the simple CRAAP questions:
 - C: Is it recent?
 - R: Does it fit my topic?
 - A: Who wrote it?
 - A: Is it correct?
 - P: Why was it made?
- Talk and note 1 idea for each question

What makes writing clear?

Writing does not need to be long or complex. Short, simple writing is more effective.

Three clarity rules

- Short sentences
- Simple words
- Clear structure

Word formatting

In pairs, rank these three rules 1 (*most important*) -3 (*least important*) in order of significance.

There is no right or wrong answer



Activity: Messy document

Quickly scan the document opposite:

- Is there anything wrong with it?
- Does it look professional?
- Is it easy to read?
- In Pairs – discuss what you would change to make it more readable

This document shows many problems. The text is too small and hard to read. Also there are no clear headings or spacing and some sentences are very long which makes it difficult for people to understand. **This part is randomly bold.**

This paragraph is centred for no reason and uses different spacing between lines.

Things in this list are not formatted well:

- first item no bullet
- **second item but bold**
- **third item too big text**

Use the clues in the text to help you decide what's wrong

Activity: Messy document



- Open the '**Messy document**' and **Worksheet 1** on Moodle
- In pairs, find and tick the problems (Step 1)
- In groups, improve the layout (Step 2)

10:00

Activity: Checklist ideas

- Headings
- Line spacing
- Font size
- Paragraphs
- Bullets or numbers

In groups, Write 3-5 rules for clear formatting (Step 3)

Class feedback

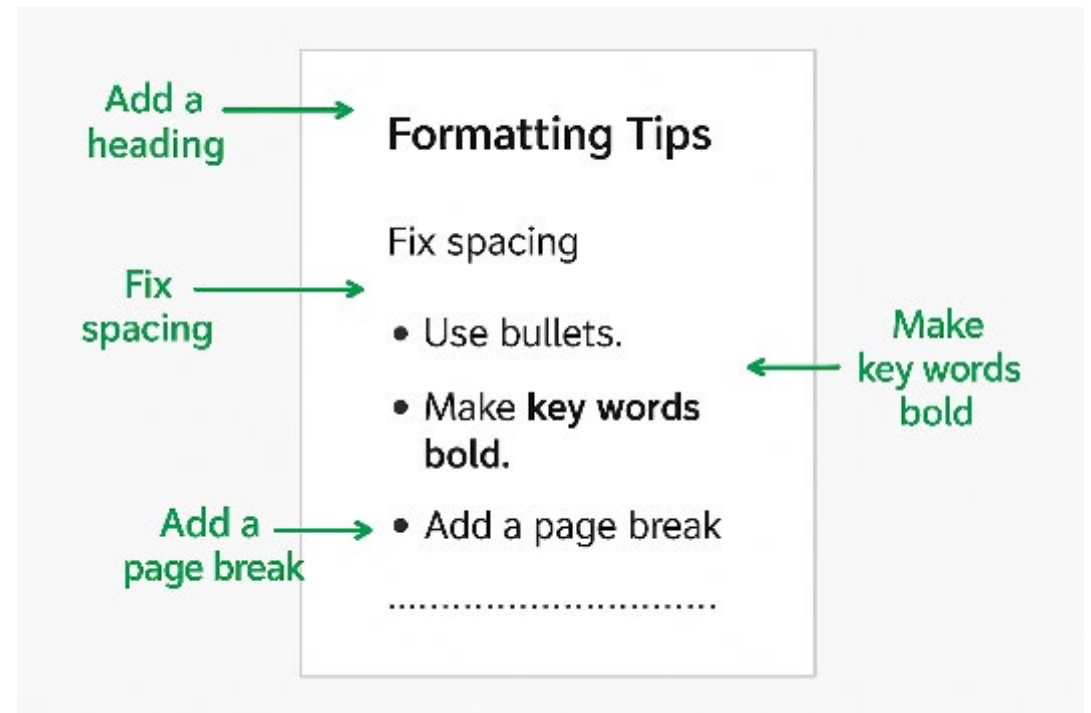
10:00



Suggested Checklist

In pairs: apply all 5 tools

- Add a heading
- Fix spacing
- Use bullets
- Make key words bold
- Add a page break



Activity: Formatting race

10:00

Open **Worksheet 2**, complete
Task 1 and 2

Find in Word the following
accessibility tools:

- Alt text
- Heading styles
- Font size
- Contrast check

|Worksheet 2 — Formatting Race and Track Changes

Task 1: Work in your group. Find each tool in Word.

Tick when you find it:

- ☐ Alt text
- ☐ Headings
- ☐ Readable font
- ☐ Contrast checker / Accessibility Checker

Task 2: Where did you find them?

Write short notes:

- Alt text: _____
- Headings: _____
- Font: _____
- Contrast: _____

Messy document - corrected

This document now has clear formatting. The font size is consistent and easy to read. The spacing is regular, and the text uses simple, short sentences.

This paragraph is left aligned and uses normal line spacing. All text follows the same style, which helps readability.

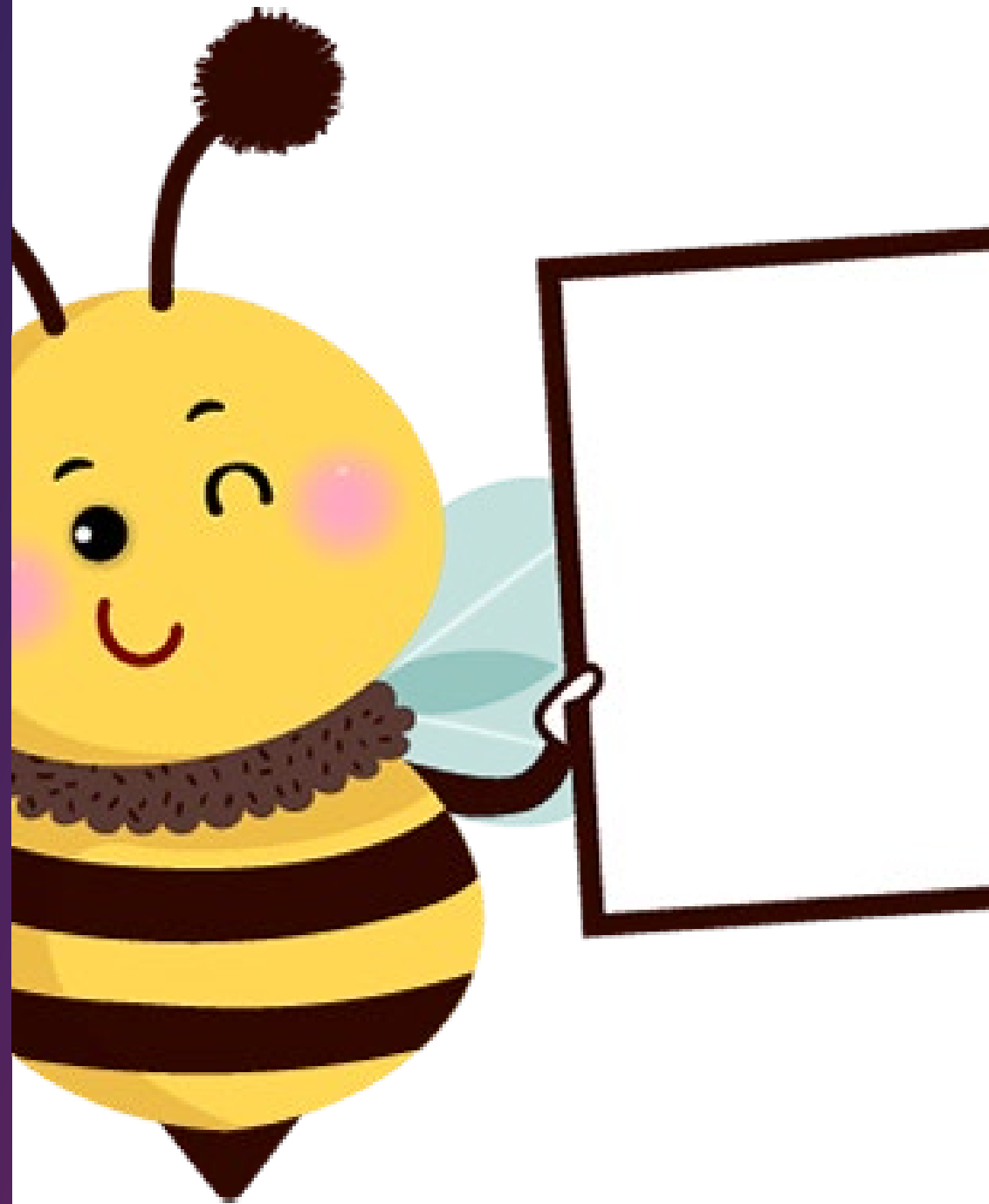
Here is a clean list:

- First item
- Second item
- Third item



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Track Changes



Editing for Clarity

Use **Track Changes**

- Cut long sentences
- Use clear order
- Make it easy to read
- Keep your edits visible

Open **Worksheet 2**, **complete Task 3**

Use track changes to improve the paragraph about business

Track changes – Task 3

- Write your new version on the word document

Task 3: Track Changes Practice

Task: Use Track Changes to improve this paragraph:

Many business teams write documents fast but sometimes it is difficult to read because there is too much information in one long paragraph and the ideas are not in a clear order.

Steps:

1. Make shorter sentences
2. Move ideas to create clear order
3. Change long words to simple words
4. Keep your edits visible



10:00

Document to change

Follow the directions in
Track Changes
Worksheet in groups.

Many business teams write documents fast but sometimes it is difficult to read because there is too much information in one long paragraph and the ideas are not in a clear order.

Break time!

See you in 15 minutes 😊

Document to change

Change the paragraph opposite using the **accessible tools** you have learned in this lesson

Many business teams write documents fast but sometimes it is difficult to read because there is too much information in one long paragraph and the ideas are not in a clear order.

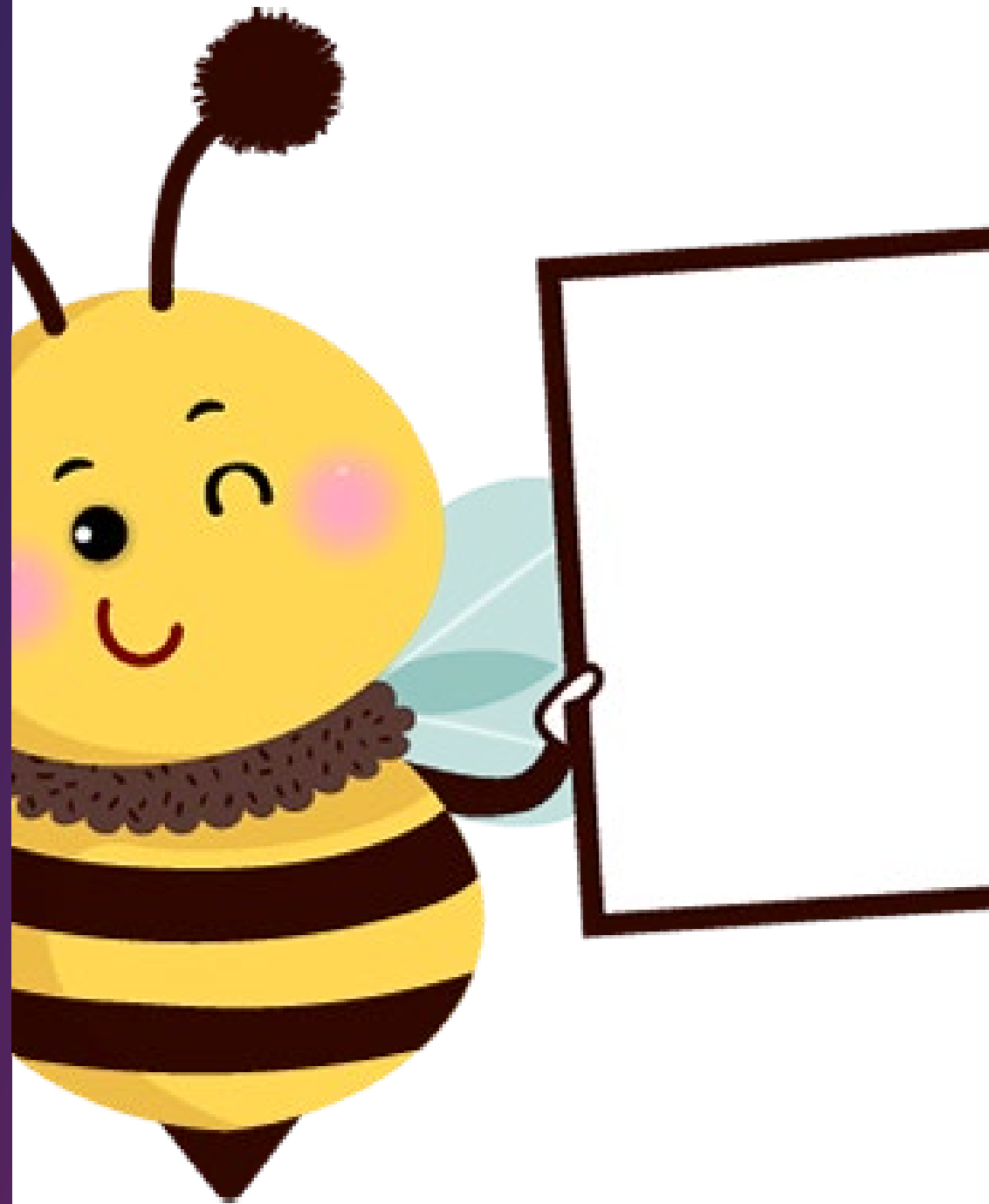
Document to change

Compare and check answers with your partner

10:00

Many business teams write documents fast but sometimes it is difficult to read because there is too much information in one long paragraph and the ideas are not in a clear order.

Writing Wins Exchange



Writing Wins Exchange

Now as a class, we are going to design a simple 5-item **Writing Improvement Checklist**

We will need:

- Sticky notes
- Pens
- A4 paper

Writing Wins Exchange - Stage 1.

- In your group, write **one writing win**
- Something you did well today
(Example: short sentences, clear layout)



Writing Wins Exchange - Stage 2.

- One student moves to **another group**
- Ask for **two writing ideas**
- Say thank you and return to your group

Writing Wins Exchange - Stage 3.

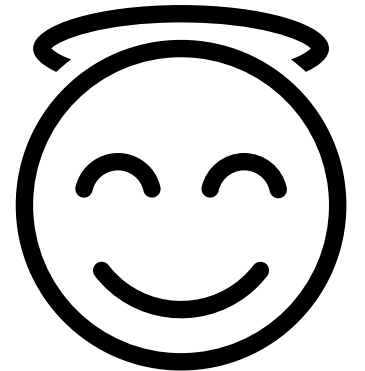
- Work together in your group
- Write a **5-item Writing Improvement Checklist**
- Keep it **simple and clear**
- *Be ready to share your checklist.*





Start now!

15:00



Break time!

See you in 15 minutes 😊



Responsible AI: Clarity in writing

In pairs, follow the steps:

- Step 1: Paste your new paragraph into Microsoft Copilot.
- Step 2 : Ask AI: “Rewrite this for a CEFR B1 business student.”
- Step 4: Compare the AI version and your original paragraph:
 - What is the same?
 - What is different?
 - Did AI miss something important?
 - Did AI add anything?
- Step 5: Choose what to keep, remove or edit.

07:00

Well-done!

- You improved clarity
- You used formatting
- You explored accessibility
- These skills will help with DS2 and future work





Reflection Time!

05:00

Please write a short post including:

- One thing I learned today about formatting Word documents
- One thing I learned about editing tools to improve clarity
- One thing I now understand better about using AI for clarity in writing
- 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.





Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Recap



Today we learned how to

Format written documents in Word.

Use editing tools to improve clarity.

Apply basic accessibility principles to written work.

Use AI tools to compare accessibility.

Reflect on learning.



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





Work on Your DS1: My Digital Life

- You can continue the first part of the portfolio (DS1) now
- I am happy to look at it before you upload it

Remember:

- You already have digital skills and you have improved them
- This task helps you see your strengths
- It helps us support you
- **DS1 is due this Week**