

## The Right Technology Tools for the Tasks

### Course Description

This module teaches participants which types of software are most appropriate for which kinds of tasks. The module will review how to use features of MS word for generating tables of contents, outlining, and editing. It will demonstrate the power of a spreadsheet for manipulating data, as compared with using Word.

Work Products: Sample tasks.

### Professional Teaching Standards Alignment

**Standard:**

Standard I: Teachers demonstrate leadership

**Domain:**

Teachers lead the teaching profession

### Digital Competencies

**Data and Assessment**

- Use performance data and digital tools to empower student metacognition for self-assessment & self-monitoring their own learning progress.

Units
Unit 1: Basic MS Word Features Unit 2: Program Rosters and Reporting Unit 3: Quiz

### Certificate Information

Participants can earn a certificate of completion for 10 Digital Learning hours. To earn a certificate, participants must:

- Complete each Unit.
- Contribute to the community by sharing ideas in the discussion forums; A certificate requires at least one post per unit, if instructed.