

Word Processing: **Forward1 Exercise**

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First Exercise – Forward 1

- Launch Microsoft Office Word
- Type your name at the top of the document along with the title:
Moving Forward
- First paragraph with a heading of: Background
 - Describe yourself as a person (background, life story)
 - Your likes / dislikes in life (have fun here thinking about any likes and dislikes)
 - Describe some things you have done successfully in life (things you feel proud)
 - Describe some projects you have contributed towards as part of a team, as a leader, work experience, school project, activity, charity, anything at all
 - Explain what you think might be your learning style along with your educational history to date, consider your positive qualities and skills or experience

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Forward1 - continued

- Second paragraph with a heading of: Course Motivation
 - Explain the reasons you are on this course
 - What motivated you onto the course?
 - Provide background to your enrolment
 - What do you expect from your time on the course?
 - What do you think you will enjoy the most and what do you think you could enjoy from this unit?
- Third paragraph with a heading of: Ambitions
 - Where do you see yourself in 5 years time, 10 years time and longer term?
 - What would be your ideal job and how you would fit into this?
 - What other courses might you want to attend during your lifetime?
 - How do you intend to extend your knowledge and skills?

Forward1 - continued

- Fourth paragraph with a heading of: Admiration
 - Who on this planet (past or present) do you most admire and why?
 - Give some background information to this person and explain what makes you admire them
- Fifth paragraph with a heading of: Learning
 - What experience do you bring to this course?
 - What current knowledge do you think can be used and extended?
 - Is there anything within this unit you think would help in other units?
 - Is there anything within this unit you think will help future employment?
 - What in this unit will be useful with life skills or will be good to know more about?
 - Is there anything else you would like to see taught within this unit?
 - How can technology help in our personal lives, professional / work, businesses?
 - What do you think is the future of technology and how will it impact upon our lives?

Last part for the exercise – Forward1

- Lastly, provide an inspirational quote using quotation marks, for example:
“You can lead a horse to water but a pencil must be lead!”
- Save the Word document into your student drive, into your coursework folder naming the file: Forward1
- Exit Microsoft Office Word