

Teacher's Resource Bank

The teacher's resource bank contains a number of documents designed to help teachers demonstrate various aspects of the DiDA course.

The resources are as follows:

Word Processing Documents

BusinessMemo.doc – A dummy document of a business memo for demonstration.

BusinessReport.doc – A dummy document of a business report for demonstration.

FormalLetter.doc – A formal letter for demonstration.

FormalLetterWrong.doc – A formal letter written in informal language. Student's can compare this with the formal letter or use this document as an exercise in amending the tone.

MPLetter.doc – An example of a formal letter to an MP.

MPLetterWrong.doc – A formal letter to an MP but with formatting mistakes. Students can use this as an exercise in re-formatting a letter.

Newsletter2.doc – An alternative example of a newsletter for an editing exercise or for discussion.

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ProjectDiaryEntry2.doc – An alternative example of a Project Diary entry.

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SurveyQuestionsDraftPlan.doc – An example draft plan of survey questions for demonstration.

SurveyReviewandFeedback.doc – An example of using the notes feature of word to provide feedback on a survey review.

Spreadsheet Documents

SportsDaySpreadsheet.csv – A .csv file for importing into a spreadsheet or a database.

SportsDaySpreadsheet.xls – A sample spreadsheet with database for demonstrating spreadsheet functions.

Alternativespreadsheet.xls – An alternative spreadsheet for demonstrating functions.

Ganttchart.xls – An example of a Gantt chart in Excel.

Image Files

BusyBackground1.jpg – An example of a 'busy' background for classroom demonstration.

Cleanbackground1.jpg – An example of a background which is not 'busy'.

CompareGraphics1.jpg – Line art saved as a JPG. Note that the JPG does not save the transparency.

CompareGraphics1.gif – Line art saved as a gif. Note that the gif does not save the transparency. The colour palette is also greatly reduced, which affects the picture quality.

CompareGraphics1.png – Transparent line art save as a .png. Note how the transparency is saved. The file size is not much greater than a jpeg.

CompareGraphics2.gif – A photo saved as a gif. The large size and range of colours makes this image unsuitable to be saved as a .gif; the colours in the image have been affected.

CompareGraphics2.jpg – This image has been saved as a JPG. Note the low file size and the quality of the reproduction.

CompareGraphics2.png – A photo saved as a .png. There is no great increase in quality but its file size is now over ten times the size of a jpeg.

CompareGraphics2.tif – The largest file size but the image has been uncompressed, giving the most accurate reproduction.

Icebackground.jpg – A background for general use. Students can decide if this background is busy and what types of publications it would suit.

Notsuitablefortext.jpg – A background image in a state unsuitable for text to be overlaid.

SuitableforText.jpg – The same background as before but now made suitable for the addition of text. Intended for demonstration of image editing techniques.

Tiledcloudbackground.jpg – A tiled background for general use and demonstrating image editing.

Animation.gif – An example of an animated gif. Other graphics formats like .jpg, .tiff and .png do not support animation.

Sound Files

Catherine_2.mp3 – An example of a .mp3 file for teachers to demonstrate sound editing. Teachers may also want to point out the size of the file compared with a .wav file.

Catherine_3.wav – An example of a .wav file for teacher's to demonstrate sound editing.

Access Database

Olympics and Exercise Survey Data.txt – A .txt file of data which can be imported into a spreadsheet or database. This file is designed to be opened with notepad or imported into Microsoft Excel/Access.

OlympicSurvey.mdb – An Access Database containing a table, form and report. Please note, on some versions of Access, a warning message will appear upon opening. This is to prevent any unauthorised code being installed on your system. The database has been checked and is safe to run. (The warning message can be disabled by changing the security level in the tools menu of Access). This file will only open with Microsoft Access.