

Video length 6m:41s

Source: <http://www.youtube.com/watch?v=3W6LieLKd6k>

Materials:

To carry out this activity you need the following materials:

1. Outlook 2007 Video tutorial. You can download the video from the following site: <https://sites.google.com/site/englishcomputerscience/outlook-2007>
 - This video has .mp4 format.
 - Video length: 6 m 51 s
2. A handout for the students.
3. A set of cards only if you choose option 2 for the exploitation of task 3.
4. The video script.

When to carry out this video exercise:

You can carry out this activity after the students have finished section 3.2 of unit 18 (after Messages and before Distribution Lists) or at the end of the unit before or after the vocabulary revision as final review/extension. If you intend this activity to be an extension then insist on the vocabulary provided in the Help for teachers underneath and on the post video activity (puzzle).

Procedure:

The handout contains a series of exercises to do before watching the tutorial, while watching it and after watching it.

Follow the instructions in the student's handout to carry out tasks 1 (Before watching the video) and 2 (While watching the video).

As for task 3 (After you watch the video: criss-cross puzzle /'pʌzl/ we offer you 2 options.

Option 1: Students work in pairs to solve the puzzle as in any regular activity. This is a good option for high achievers.

Option 2: Students read the definitions of the verbs to each other and they try to guess them. This is a good option for lower achievers.

These are the instructions if you choose option 2:

-  We are going to work in pairs to carry out the puzzle /'pʌzl/ in activity 3:
-  In pairs, choose your ROLE A for Across and D for down. As raise your hands, Ds raise your hands. (Hand in the role cards to A and D).
-  As will read the Across definitions to Ds
-  Ds will read the Down definitions to As
-  As: cover the D, Down definitions in the handout
-  Ds: cover the A, Across definitions in the handout
-  A reads one of the definitions in Across to D. D needs to find the answer

- 🎤 D reads one the definitions in Down to A. A needs to find the answer
- 🎤 When you finish tell me your score
- 🎤 A guessed ... D words out of 9
- 🎤 B guessed ... A words out of 9

Help for Teachers:

📌 Your students may ask you for the meaning of **Cc** and **BCC**, which appear when you want to write an e-mail message. If so, give them the following information:

🎤 **Cc** in messages stands for **Carbon Copy**. This means all the recipients will receive the message and they will be able to see the other recipient's addresses.

🎤 **BCC** in a message stands for **Blind Carbon Copy**. It refers to the practice of sending a message to several people without the addresses being visible to all the recipients. Using BCC is a strategy that helps avoiding spam or junk mail.

🎤 **The carbon copy** technique was used before computers to create copies of documents. Carbon paper means "papel de calco". People put the carbon paper under their original writing to copy the texts.

📌 **Engrave:** "Grabar"/ **engraving effect:** "Efecto de grabado" (minute 1:38) . e.g. "These are engraved stones".



VIDEO SCRIPT

Note that:

- The sentences for ex. 1B are in blue bold
- Commands are in black bold
- Verbs for exercise 3 (criss-cross puzzle) are underlined
- There are indications of the minutes throughout the script

From beginning to minute 2:50 (Ex. 2 First Part)

Look out! There is a new version of Outlook out and it's got a whole new look¹. You may notice a few of the changes right away. **The Navigation Pane here is now collapsible (min. 00:09-Ex.1.B)** and there is a To-Do Bar over here to help you keep track of things. Wondering what else is new?

(min.00:18)

The first time you create a new message or open one you receive you'll notice some really big changes. I'll click **New** here and show you exactly what I mean. **The top of the window for this new message is where the new design is most obvious. (min. 00:28-Ex.1.B)** This area here, called the ribbon, displays the commands you need and keeps them in front of you. To help you better understand how to use the ribbon, let's look at its three basic components. First, you'll see that there are tabs here at the top. Each tab is focused on a major activity area.

(min. 00:53)

Second, on the tabs there are commands and buttons like **Paste**, **Bold** or this **Font List**. Finally, notice that the commands are organized into groups. The groups are named. For example, here you see the **Clipboard** group, the **Basic Text** group and the **Names** group. The commands and buttons you see on this top tab, **Message**, are the ones that you are likely to use most often.

(min. 01:24)

There is one last thing to notice about the group and that's this symbol here. When you see this, it means you have more things to choose from. I'll click it now to show you what I mean. Want to use an engraving effect on your message? No problem. It's here but because research showed that **Engrave** is used infrequently, it's tucked away²; by **keeping the ribbon uncluttered it is easier to find everyday commands more quickly (min.01:35-Ex.1.B)**.

¹ This sentence plays with the several meanings of "look". A. "Look out!"= watch out, be vigilant (Ten cuidado, presta atención), b. "Outlook"=name of the application, also a point of view (punto de vista) or the view from a place (mirador) c. a whole new "look"= style (aspecto).

² =hidden.

(min. 01:35)

You'll notice that the ribbon shows you tabs and commands appropriate for what you are doing. For example, when you are writing an e-mail message, you'll see the **Message** and **Options** tabs. As you switch to different areas of Outlook, like the **Calendar**, you'll see different tabs on the ribbon.

(min. 02:06)

Here is an appointment called **Client Meeting**. I'll double-click it to open it. Logically enough, it has an appointment tab. Groups and commands here help you work with **Calendar** entries. For example, to change the reminder time for this appointment, I click here and then I click **Save and Close** to save the change.

(min. 02:27)

Now I'll switch to **Contacts**. I double-click and here you see the **Contact** tab. You are probably getting the idea now. The commands and groups here are appropriate for working with a contact. Prominent commands make it easier for me to e-mail, set up a meeting or follow up with this contact.

From minute 2:50 till the end (Ex. 2 Second Part)

Now that you know more about the ribbon, I'll switch back to e-mail and show you just how easy it is to get things done with it. I click **New** to create a new message. Then I'll use the **Address Book** to add names: Judy, Bob.

(min. 03:03)

OK. I type the subject. Oh, and **notice my default signature (03:11-Ex.1.B)**. This automatically appears at the end of every message I create. To set this up, I use the **Signature** command located here. Now, back to my message. I need to attach the Power Point presentation we'll be using at the conference. First, I'll add a bit of introductory text. Then I click **Attach**, click **File**, select the file, click **Insert** and there is my attachment.

(min. 03:41)

Now I'll include my own name in the **Bcc** box. In this version of Outlook, I can easily add a **Bcc** box by clicking **Options** and clicking show **Bcc**. I also want to insert a picture in line with the text of my message. I position the insertion point in the body of the message (4:00), type my text, click the **Insert** tab and click **Picture**. I find my picture, select it and click **Insert**. And there is my picture.

(min. 04: 12)

Also notice that along with the picture, **Picture Tools** appear giving me access to groups and commands useful for editing the picture. That's all part of Outlook new design. I see commands when and where I need them. And here is something I love. I can preview

different picture styles before I choose which one to use. I just scroll through the styles, like this, until I find one I like. There, that's a nice one. I'll use that.

(min. 04: 39)

When I am satisfied with my picture, I just click away of it and the **Picture Tools** go away. Now I am ready to send this message. But before I do, let me draw your attention to the **Quick Access Toolbar**.

The **Quick Access Toolbar** is always present. Why? Because some commands, such as **Save**, are so useful that you want them visible all the time. A few commands, **Save**, **Undo** and **Repeat**, are on the **Quick Access Toolbar** right from the start.

(min. 05:07)

And with a simple right-click, you can easily add your favourite commands. For example, I can easily add the **Bcc** command. I click **Options**, right-click **Show Bcc** and click **Add to Quick Access Toolbar**. There! showing or hiding **Bcc** is easier than ever. And, I'll click **Send** to send my message.

(min. 05:29)

You've seen how Outlook new design helped me create and send a message quickly. Now I'll open this message and we'll take a look at how the new design helps with received messages too. Let's start with the **Quick Access Toolbar**. You'll notice that the **Previous** and **Next** buttons become visible to help you read your mail. Notice anything missing³?

(min. 05:49)

The **Bcc** button isn't there. That's because your needs for a received message, like this one, are different from your needs for a message you are sending. Different needs mean different buttons

(min.06:00)

You've probably guessed what I am going to say next. The ribbon for received messages contains groups and commands useful for dealing with messages you received. For example, **Respond** and **Actions** help you process the received message. I've got a folder for received messages for the spring conference. So I'll use the **Move to Folder** command to file this message there. With a click of a button, it's done.

(min. 06:22)

You've seen that Outlook new look is not just for looks⁴. The design helps you get things done quickly and efficiently. Now it is your turn to try and do it for yourself. See just how easy it is.

³ =Do you notice if anything is missing?

⁴ =appearance.