

Learning microsoft excel software using video sequences

POPOV LIDIA AND ȚÎCĂU VITALIE

Information and Communication Technology (ICT) is a university course which includes six learning units, each of them provide students with the opportunity to study a range area including software technology and network technology, etc. ICT gives the skills for those who will become in-demand non-IT professionals. Students are increasing their abilities in a practice-based learning environment, introduced to real-world project experience, and as well acquiring a solid knowledge of ICT theory. For its part, ICT, contributes more and more to the development of the educational process, making it more accessible and more interesting. As technology advances, the way in which this course is taught to students also evolves. The new teaching approach for training and developing digital skills to the future non-IT specialists is the use of video sequences based on which students can learn any topic independently [3].

The paper focuses on the use of specialized video sequences for Microsoft Excel software learning, included in the ICT course. This learning unit encompasses a set of functions, which can be applied in different areas of activities such as financial, statistical, mathematical, etc. Excel provides a large number of built-in functions that can be used to perform specific calculations or to return information about your spreadsheet data starting with the fundamental/basic functions (SUM, AVERAGE, IF) up to the most advanced ones (VLOOKUP, SUMIF, COUNTIF) [1].

Based on the results obtained during several lessons, the use of video sequences in the teaching process of the respective unit stimulates the students' interest and curiosity in relation to the taught subject. Both students attending classes and those who are absent for certain reasons have the opportunity to watch the video sequences whenever needed. This approach makes the teaching and learning process more efficient, more engaging, and of course more flexible. The modern education system implies a new approach by promoting updated teaching methods supporting mechanisms that make creativity and innovation more likely to thrive.

The process of teaching and learning itself is undergoing a transformation as the tradition of providing knowledge through lectures alone gives way to the

experiential application of knowledge, skills, and competencies. A restructuring of the educational process, namely, the transition from a traditional teaching and learning method to a modern one, brings back the concept of „accommodation” to various learning practices. Basically, any courses can apply the video sequences method in their teaching and learning processes in order to improve both teacher and student professional development [2].

A huge advantage in terms of teaching and learning a subject through videos relies on learning in a fast and efficient way. Having said that, this approach contributes to successful teamwork, productive interaction with colleagues and the teacher, as well as an increase in knowledge sharing. Videos accommodate this learning style and help students retain information better than a huge volume of text. The use of video technologies in the teaching process refers to a wide range of options that allow them to become an important learning method for various professional fields [3]. Taking into consideration the results obtained based on the use of videos in the teaching and learning of Microsoft Excel, we can conclude that this method plays a core and speaks of the importance of merging it with other delivery forms in class for enhanced teaching and learning process. In conclusion, we can affirm that videos serve as a productive part of a learning experience that boosts creativity for both students and teachers.

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(POPOV Lidia, ȚÎCĂU Vitalie) UNIVERSITATEA DE STAT „ALECU RUSSO” DIN BĂLȚI
E-mail address: popov.lidia@usarb.md, vitalie.ticau@usarb.md