

## Researches on the Teaching of Office Software Based on "Internet+"

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**Abstract.** With the development of Internet technology in our country, the application of office software is increasingly extensive. Relevant colleges and universities should do a good job in teaching office software. This paper first analyzes the importance of office software teaching based on "Internet+", then discusses the problems existing in the teaching of office software based on "Internet+", and finally finds out methods to solve the problem in order to improve the quality of office software teaching.

### Introduction

The 21st century is an era of science and technology, and all fields have made great progress including education industry. Office software, as a course for cultivating students' qualities and skills, should be reformed and innovated, and it should be combined with information technology and social needs, so that students can improve their abilities through studying the curriculum, and at the same time master more new computer knowledge [1]. Only by mastering computer skills can they really solve the problems in reality and exert their imagination and creativity, so that they can adapt to the society quickly, perform better in the work, and make their own contributions to the development of the enterprise. This article analyzes specifically the teaching method of office software based on the "Internet+", hoping to provide some help in the future work [2-3].

### The Importance of the Office Software Teaching Based on "Internet+"

As a unique concept, the "Internet+" was first proposed by Yi Guan International CEO, Yu Yang, in November 2012. In 2015, the National Prime Minister Li Keqiang formulated an "Internet+" action plan in his government work report, which promotes the integration of the Internet and the manufacturing industry and improves the healthy and orderly development of e-commerce, internet finance and industrial manufacturing. With the rapid development of the Internet, the field of education is also undergoing profound changes [4].

Various forms of network education are colorful, such as micro-classes, flipping classes, and massive open online course, which have become a hot topic in practice and research. It is necessary for the teaching of office software to explore a unique development way of office software teaching based on the "Internet+" mode by fully exploiting the resources of the Internet.

### Problems in the Office Software Teaching Based on "Internet+"

**The Computer Mastering Level of Students is Different.** College students come from a wide range of sources, such as developed areas and rural areas, therefore, the familiarity extent of students to computers is different. Some ordinary students rarely use computers before going to college, no to mention the office software. Some students use the computer to play games, but are unfamiliar with the office software even the most basic function, such as text editing and functions insertion. Students from the city have a lot of contact with computers [5]. They often search web pages, save text and use PPT presentations to take classes. What is more, they contact with and use computer office software more frequently, so it is easier for them to learn about office software courses. Therefore, in the process of the office software teaching based on the "Internet +", teachers are faced with the situation of different computer mastering level of students, and the more complex

teaching objects.

**The Curriculum Teaching Arrangement is Unreasonable.** With the opening of office software courses in higher vocational colleges for years, office software curriculum has gradually formed a systematic and comprehensive teaching content, and the related reference materials of office software have been published continuously. The systematization of the knowledge contents greatly enriches the teaching contents, but there are a series of problems in the classroom teaching arrangement.

First of all, there is a conflict between the tension of class hours and the complex teaching contents. The weekly course schedule for university courses is usually four required courses for major subjects, and two hours for general courses. Tianjin Land Resources and House Vocational College normally arranges four classes a week. The total teaching period is about 36 weeks, but there are also holidays encroaching the schedule. Therefore, the learning period of office software teaching is insufficient and the teaching task is heavy. In addition, the teaching arrangement of key knowledge skills and new knowledge skills is unreasonable. With the continuous development of computer technology, the teaching contents of office software curriculum are required to constantly updated, but there still exists some knowledge contents that can not keep up with the development of the times in the teaching materials. Finally, the teaching arrangement of knowledge and skills is not reasonable [6]. In the teaching process of office software, teachers should pay attention to the office software practice of students, and only in this way can students master the technical essentials of office software.

**The Teaching Method is Single.** College classes still adopt the method of teachers' systematic teaching, students' listening and the sequential teaching in the unit's order. This traditional teaching method is unfavourable for the office software teaching. According to the teaching contents, the office software has both the theoretical knowledge and the training of operation skills. Students should not only learn the knowledge skills of each chapter, but also use the knowledge and skills in the whole teaching material. Therefore, in order to enable students to master the knowledge and skills of office software, teachers must change the single teaching method, arouse students' interest in learning, deepen their understanding of the office software and train students' office software skills thoroughly.

**The Equipment of Teaching Resources is Insufficient.** The teaching resources of office software can be divided into hardware resources and software resources. For the corresponding colleges and universities, having a certain amount of teaching resources is the basis and premise of guaranteeing the teaching quality. In the teaching of office software, if teachers only display the model and explain orally, students will not be able to master the use of office software and hardware. If teachers only teach students how to use the printer by instructing the material knowledge, students cannot learn to use printers. However, many schools just meet the students' needs of the computer operation, have a large-scale computer network center, but still lack other office hardware [7]. Therefore, colleges and universities should provide students with sufficient equipment such as printers, photocopiers, scanners, projectors and so on, so that each student can acquire knowledge and skills through observing and using objects in his study.

### **The Teaching Method of Office Software Based on "Internet +"**

**Providing Abundant Learning Resources.** Based on the different computer mastering level of students, colleges and universities can take placement test to students at the beginning of the semester, and divide them into different groups and classes according to their computer mastering level, which is convenient for the stratified teaching. Through stratified teaching, students of different levels can be separated, so that the students with higher computer mastering level can directly enter the higher level of learning, so that they can be exposed to new knowledge, new skills, and do not fall into the repetitive training of the existing knowledge ability. For the students with weak computer base, the basic computer hardware equipment, software knowledge and other steady teaching should be carried out to ensure that the teaching content accords with the actual acceptance of the students [8].

For students who are not satisfied with the classroom teaching, the teacher should provide the students with rich learning resources, let students study actively, and improve their office software skills through self-study. For example, schools should provide the necessary office software and hardware facilities for students, such as printers, scanners, projectors, and local area network platforms. Providing a smooth network environment enables students to search for external resources, browse a learning website and watch an on-line learning video, which greatly promotes the learning of the students.

**Combining Theory and Practice.** The time of the classroom teaching is limited, how the teacher can both ensure the smooth communication of the new knowledge in the limited time and give students a certain time of operation is a problem that needs to be properly handled in the teaching of office software. In the "Internet +" mode, the student's study can not only depend on the teacher's teaching in the classroom because teachers do not have enough time to explain the series of knowledge of office software. Therefore, only teachers select the teaching content carefully, have the purpose and the key to carry on the teaching, and deal with the relation between the knowledge teaching and the practice operation can make sure that students gain knowledge.

In the process of practical operation, teachers should make use of demonstration operation, accurate communication and reasonable arrangement of operation tasks to ensure that students can absorb all of them, or explore solutions through cooperative learning. Through cooperative learning, exploring learning and teachers' guidance, students can not only cultivate team spirit, but also get a sense of success.

**Enriching Classroom Teaching Methods.** Based on the mode of "Internet+", all kinds of knowledge and information spread rapidly. For the teaching of office software, it is convenient for teachers to show or transmit to the network platform in class by making micro-videos, so that students can learn independently. Compared with the teacher's language teaching, the students' study is greatly facilitated [9-10]. Video production itself is a basic computer skill and a part of the office software curriculum. Teachers are good at making micro-videos, which is conducive to stimulating students' use of video sources and strengthening the cultivation of students' computer application ability, so that students can combine theory with practice. What is more, teachers should assign some extra-curricular assignments so that students can operate the knowledge they have learned. Teachers can let students set up their own personal homepage on the network, properly introduce their own learning conditions and characteristics, which is also convenient for teachers to understand students, so that teachers can give targeted teaching to students. Students can also share their own learning experience to improve their team spirit by sharing their home pages on the Internet.

**Equipping High-Quality Teaching Resources.** The office software teaching based on "Internet +", whether hardware or software, should be able to adapt to the progress and development of the times. In terms of hardware, the college should purchase advanced computer equipment for students to meet the needs of office software learning, build an office software network learning environment, strengthen the communication between the students and the teachers, and continuously update the content of office software to meet the teaching requirements of the office software based on "Internet +" [11]. In terms of software, the teachers can find the advantages in office software, and let the students grasp the generality of different office software, thus stimulating the enthusiasm of students to study office software and ensuring the quality of teaching.

## Summary

To sum up, the correct teaching mode is the main way to promote the rapid development of educational cause in China. With the concept of "Internet +" development being raised in China, the college and university should provide the students with rich teaching resources and pay attention to the balance of the knowledge teaching and practice when carrying out the office software teaching. They should also enrich the teaching methods of the teachers, shorten the distance between the teachers and the students, teach them to master more scientific learning skills and enhance their application capability of the office software teaching. In addition, the school should also provide

high-quality teaching resources for office software teaching from the aspects of hardware and software, so that it is convenient for students to study the knowledge of office software, and to improve the adaptability of the development trend of office automation.

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