

# Application of Case Teaching Method in Basic Computer Teaching

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**Abstract:** With its diversified advantages, computer and technology have been widely used in various fields of society, and have become one of the important tools that people can't lack in their daily life and work. Basic computer teaching has strong practical characteristics. Applying diversified teaching methods to teaching can enhance students' information literacy on the basis of improving teaching quality and efficiency. Therefore, this paper makes a detailed analysis of the effective application ways of case teaching method in computer basic teaching, so as to lay a solid foundation for training a large number of computer professionals.

## 1. Introduction

In the process of the continuous improvement of the development of social informatization in China, higher and stricter requirements are put forward for students' computer literacy. Because the traditional computer teaching method is too single, it is difficult to meet the needs of students in modern society for the learning and application of basic computer knowledge. The case teaching method can effectively integrate theoretical knowledge and practical application. It is very suitable for disciplines with strong practical characteristics such as computer fundamentals. At present, it has been widely used in the fields of investment, management and medicine. It is one of the teaching modes unanimously recognized by the educational circles with high effectiveness and success probability. Therefore, computer teachers should not only correctly recognize and pay high attention to the importance of case teaching method in improving students' computer literacy, but also continuously combine modern teaching ideas and diversified teaching measures into case teaching method to improve the universality, scientificity and effectiveness of case teaching method. Through the rational application of case teaching method to basic computer teaching, the shortcomings of traditional teaching methods can be effectively made up, so that students can deepen their full understanding and mastery of relevant theoretical knowledge through various practical operations under the active guidance of teachers, so as to continuously improve their professional ability in subtle learning, ensure that the quality and efficiency of basic computer teaching are further improved.

## 2. Use Case Teaching Method to Carry out Microsoft Word Processing Software Teaching -- Taking Graduation Thesis as an Example

Microsoft word processing software has powerful functions and wide application scope, and can provide help for the production of various documents, such as papers, newspapers, letters, etc., so as to ensure that users have high fluency while processing specific words, information and data, and can create diversified rich graphic form in combination with their actual needs. According to the actual investigation and research, every college student should design his graduation thesis on the occasion of graduation. If students can fully master the functions of Microsoft word processing software, they will certainly be able to make great efforts in the process of designing his graduation thesis.

In the process of computer basic teaching, teachers can take the graduation thesis as the design material of case teaching, which not only has a close relationship between the case content and students' actual life, but also can fully stimulate students' learning interest and deepen students'

attention to mastering the skills related to Microsoft word processing software. It has irreplaceable practical significance to improve the amount of students' information and is an important tool to improve the quality of students' graduation thesis design <sup>[1]</sup>.

Due to certain differences in the requirements and regulations of different schools on students' graduation thesis design, teachers can print the excellent graduation thesis prepared in advance into a paper version and distribute it to each student in the process of computer basic case teaching, so that students can have an intuitive understanding of the writing requirements such as format requirements, creative content and structural form of graduation thesis. Then, the teacher should clearly inform the students of the school requirements and specifications for the creation of the graduation thesis, and require the students to discuss in detail in groups how to fully master the design knowledge and skills of the graduation thesis on the basis of meeting the relevant requirements of the graduation thesis, so as to make the design steps of the graduation thesis have high standardized characteristics, ensure that the created paper can achieve the desired effect. On this basis, teachers can use multimedia teaching equipment to demonstrate the standardized design of graduation thesis to students in class, and then guide students to operate independently on the computer. On the basis of fully considering the course time, it is necessary to ensure that students have a clear understanding of specific operation tasks, so that students can divide and mark the tasks that must be performed during computer operation. After the operation, the teacher should guide the students to comment and exchange the designed graduation thesis works in groups, and sort out and summarize the relevant knowledge points. This case teaching method can enable students to focus all their attention on the teaching situation designed by teachers, stimulate students' learning enthusiasm for the knowledge content related to Microsoft word processing software, and continuously improve students' subjective initiative <sup>[2]</sup>.

### **3. Use Case Teaching Method to Carry out Microsoft Superior Trial Balance Teaching -- Taking Student Achievement Statistics as an Example**

Microsoft superior trial balance is a new component based on Microsoft office software. It can not only process data quickly and effectively, but also provide assistance for various decision-making operations, ensure that the statistical analysis work has high accuracy and reliability. Relying on its only diversified advantages, it has been widely used in administration, finance and taxation, which can ensure that the errors existing in the traditional manual operation are completely eliminated, and improve the work quality and efficiency. For most college students, they pay great attention to their test scores. Especially in the process of improving the level of educational informatization, teachers usually use Microsoft superior trial balance when making statistics and entering students' test scores. In addition, the specific test scores and rank of students will be published in the electronic version of Microsoft superior trial balance.

In the process of computer basic teaching, teachers can use Microsoft superior trial balance as the design material of case teaching, provide the original results and the results produced by Microsoft superior trial balance to students at the same time, and require students to analyze and compare the relevant contents for reference, clearly grasp the objectives to be completed and the final effect to be achieved in making Microsoft superior trial balance <sup>[3]</sup>.

Teachers should guide students to analyze the specific operation steps needed to achieve this task goal by means of independent thinking and group discussion. On the basis of students fully mastering the relevant theoretical knowledge of Microsoft superior trial balance, teachers can explain in detail the difficulties and key steps in the production process, then require students to practice on the computer, and encourage students to independently produce Microsoft superior trial balance in combination with the content of teaching materials and their own thinking and analysis. Finally, teachers should evaluate the Microsoft superior trial balance made by students to ensure that students have a correct understanding of their computer operation ability and carry out various optimization measures. In this way, students can deeply understand the key points and specific processes of Microsoft superior trial balance in case teaching, and have the ability to flexibly use relevant knowledge through the consolidation and strengthening of practical operation, so as to

further improve students' computer literacy<sup>[4]</sup>.

#### **4. Using Case Teaching Method to Carry out Slide and Presentation Software Teaching -- Taking Graduation Defense as an Example**

In the process of computer basic teaching in colleges and universities, teachers should not only pay more attention to the teaching of Microsoft word processing software and Microsoft superior trial balance, but also actively carry out the teaching of slide and presentation software. These teaching contents have strong practical characteristics. Therefore, combining the case teaching method with the same practical characteristics can give full play to the advantages and functions of the case teaching method in the teaching of slides and presentation software, and achieve the goal of efficient teaching<sup>[5]</sup>.

The software for making slides and presentations developed and produced by Microsoft is a presentation making software that can timely transmit document information and presentation results, commonly known as PPT. By using PPT software, we can make a set of comprehensive manuscripts integrating pictures, tables, audio, organization chart and so on. Usually, students will give priority to PPT presentation with powerful function and summation performance in the process of graduation defense. According to the actual investigation and research carried out in most colleges and universities in China, we can know that when students graduate, the school will require students to make a graduation defense PPT with a length of about 10 minutes. Therefore, in the process of basic computer teaching, teachers can take the graduation defense as the material of case teaching, and take the excellent graduation defense PPT made by previous graduates as the explanation case, mainly in the way of analysis and comparison, so as to ensure that students make a reasonable choice of the template for the graduation defense PPT system, clearly understand the objects contained in the slide and the color scheme of relevant settings, so that students can have a more intuitive understanding of PPT software<sup>[6]</sup>.

After students have fully mastered the basic knowledge related to PPT software, organizing students to carry out practical operation can not only deepen students' understanding and memory of relevant theoretical knowledge, but also enable students to have strong self-confidence and sense of achievement while successfully operating, and have strong learning enthusiasm and participation enthusiasm for basic computer teaching, so as to effectively achieve the goal of improving students' information literacy<sup>[7]</sup>.

#### **5. Conclusion**

The rational application of case teaching method in computer basic teaching is of irreplaceable significance to improve students' computer literacy. As an effective remedy for traditional teaching methods, case teaching method can fully combine the basic theoretical knowledge of computer with practical operation, and ensure that students give full play to their theoretical knowledge through practical operation in the process of teaching practical operation, so as to fully stimulate students' enthusiasm to actively learn relevant knowledge and carry out practical operation, and really bring the role of case teaching method into play in the fields related to improving students' computer literacy, and ensure that the teaching effect can be greatly improved.

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