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USING EDITING TOOLS FOR ACADEMIC WORK: ABNT RULES

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Abstract: It is understood that the Indigenous Quilombola Program for Admission to Technical and Higher Education (PAIETSIQ) is extremely important, demonstrating itself as an extension of the rights of students who entered through the specific process. This project does not only work with the admission of these students, but with the permanence of these students in college.

Thus, considering such importance, it proposes to articulate ways to promote the permanence of these students at ``Universidade Federal do Rio Grande`` (FURG). Thus, it is necessary to introduce students to general computer knowledge, including workshops on how to use the tools: Text Editor, Slide Editor and Spreadsheets. All focusing on ABNT standards.

The project aimed for students to finally know how to implement editing tools with a focus on carrying out academic work in ABNT standards.

Among the content of the workshop, there was a focus on the following themes:

1. Use Text Editor for monographs, TCCs and the like;
2. Create presentations in Slides, ranging from simple college work to using it to defend scientific work and any presentations in an academic environment;
3. Use worksheets from the creation of scientific initiation worksheets to tables of articles. Your formulas and formatting structures;
4. Present the ABNT rules for formatting each mentioned program;

Keywords: Teaching, technology, Social inclusion.

ABOUT THE WORKSHOP

The workshop was given to indigenous and quilombola students at ``Universidade

Federal do Rio Grande`` - FURG, who entered through the specific process for people from traditional communities. The content was prepared in slides for the Text Editor, Slide Editor and Spreadsheet Creator workshop, which were taught in DataShow by PAIETSIQ scholarship holders. Having use by students of computers with text editors from the computer lab of the Faculty of Law of Furg - FADIR, Campus Carreiros. Students had the opportunity to participate in at least two shifts, with the three programs, to receive certificates with the number of hours attended. Students could also opt for the shifts, which were offered in a variety of ways, according to the demand and schedule needs of the majority who expressed interest, being available from Monday to Friday and Saturday morning. Due to the long duration of the workshop, which occupies a 5-hour shift, a Coffee Break was offered during the break. As for the content taught, it ranged from the basic level from the students' individual practice to the formatting of works and the like in the most up-to-date rules of the ``Associação Brasileira de Normas Técnicas`` - ABNT according to the Catalog of Standards with the help of the monitors, as required of each student's course.

The workshop started on May 22nd, lasted 3 weeks according to the college's academic calendar, and continued in the second semester through PAIETSIQ monitoring. It helped the need that was presented by the indigenous and quilombola students for not using computers or not knowing about the previous use of editing tools or, when done, not using ABNT standards for formatting. This knowledge is not provided by the university respecting the specific demands of indigenous and quilombola students.

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