



# DIGITAL PUSH MANUAL



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# PARTNERS



Forum Educativo is a Spanish organization in Seville, specialising in education and training across various fields like entrepreneurship, disabilities, adult education, youth, languages, social inclusion, and rural development.



The Valentín de Madariaga Foundation aims to promote the social inclusion of people with disabilities. They established SIES in 2003, a CEE under the foundation, dedicated to providing meaningful employment tailored to the individual capabilities of its workers, with the goal of facilitating their integration into the labor market.



I&F based in Dublin, focuses on educational development for individuals of all ages, particularly in the fields of entrepreneurship, sports and personal development, youth, language acquisition, inclusion, diversity, and rural development. We emphasize lifelong learning and adult education.



# **Digital|PUSH**

Strives to promote accessibility, digital skills and employment opportunities for people with disabilities in order to reduce the digital divide and ensure their inclusion in the rapidly evolving digital economy influenced by the technological revolution and the COVID-19 pandemic.

The ongoing technological revolution and the accelerated digitalization brought about by the COVID-19 pandemic are reshaping the world of work. In response to the crisis, digital measures have been instrumental, and it's clear that the future of work will be increasingly digital. This makes the inclusion of people with disabilities in the digital domain a critical concern. The objective of this project is to minimize the impact of the digital workplace on individuals with disabilities and to outline actions for a more inclusive future of work. These actions include ensuring digital accessibility, promoting digital skills among people with disabilities, and encouraging their digital employment.

Digital skills are in high demand, both in existing jobs and new digital roles, but there is a lack of global data on the digital skills of people with disabilities. Many individuals with disabilities have lower levels of education and training, making it vital for them to acquire new skills for accessing digital job opportunities. Bridging the digital divide is crucial to ensuring equal opportunities for people with disabilities in the labor market. This commitment to inclusion is also reflected in the 2030 Agenda for Sustainable Development, emphasizing the need to leave no one behind and explicitly addressing the inclusion of persons with disabilities in various Sustainable Development Goals.

The digital transformation is rapidly evolving, significantly impacting society, creating a growing "digital economy," and influencing the entire workforce. However, it presents a dual challenge and opportunity, particularly in ensuring that individuals with disabilities are not left behind in this digitalization process. The COVID-19 pandemic has amplified the urgency of digitalization, further underscoring the need for a targeted approach to address how it affects the inclusion of people with disabilities in the workforce. This inclusive vision of the future of work aligns with the 2030 Agenda and is essential for upholding the rights and equal opportunities of persons with disabilities. Achieving this vision requires the collective efforts of governments, businesses, organizations, and academia to create a future of work that benefits all, regardless of their abilities or disabilities.



**DigitalPUSH**

# INTRODUCTION

In an age characterized by an ongoing technological revolution and accelerated digitalization brought on by the COVID-19 pandemic, inclusivity in the digital realm is more crucial than ever. The DigitalPUSH Manual is a comprehensive resource **developed to support educators, professionals, and volunteers who work with Individuals with Disabilities (IDPs).**

This manual serves as a valuable tool for those engaged in the education and support of IDPs, offering both **theoretical insights and practical guidance.** With the rapid integration of digital technologies into various facets of society, it has become imperative to provide tailored educational materials to facilitate effective teaching and support for IDPs. The DigitalPUSH Manual equips teachers, professionals, and volunteers with the knowledge and skills necessary to navigate the digital landscape and empower IDPs to do the same.

Structured to **promote accessibility, enhance digital skills, and open up digital employment avenues for individuals with disabilities,** this manual addresses the evolving digital landscape. As the demand for digital skills continues to grow, particularly in the context of remote work and technology-driven environments, this resource is an essential step towards bridging the digital divide. By empowering IDPs with digital proficiency, this manual seeks to contribute to a more inclusive future of work and learning.



# **MODULES**





## **MODULE 1**

# **BASIC FOUNDATIONS**



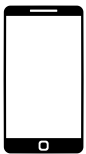
# 1. NEW INFORMATION TECHNOLOGIES

## What are they and what can we use them for?

New Information Technologies (NTI) are digital tools that help us do many different things. They are things like computers, phones, and tablets that allow us to communicate with other people, find information, learn new things, and have fun.

## Differences between mobile and computer

**Mobile** (smartphone): It is mainly used to make calls, send messages and access the Internet.



It has a touch screen where you can tap and slide your finger to interact with it.

You can use applications like WhatsApp, Facebook and games on your mobile.

**Computer** (computer): It is a device larger than a mobile phone.



It has a large screen and a keyboard for typing.

You can do many things with a computer, such as writing documents, browsing the Internet, watching videos, and playing more advanced games.

Information is saved and organized by folders.



# 1. NEW INFORMATION TECHNOLOGIES

## Uses and dangers of new information technologies

*Communication:* NNTT allow us to speak and write messages to other people, even if they are far away. We can use applications like WhatsApp or send emails to stay in touch with friends and family.



*Entertainment:* NNTT offer us many ways to have fun. We can watch videos on YouTube, listen to music on applications like Spotify or watch movies and series on streaming platforms like Netflix.

**NETFLIX**





## 1. NEW INFORMATION TECHNOLOGIES

It is important to be **careful** with our personal information when using the NNTT. We should not share personal data, such as our full name, address, telephone number or photographs of ourselves, with unknown people or on untrustworthy websites, or click on links or files that look suspicious.



**CAREFUL! PHOTOS SHOULD NOT BE SHARED WITH STRANGERS, OR ON UNRELIABLE WEBSITES**

Spending too much time in front of NNTT screens can affect our health and personal relationships. free.



**IT IS IMPORTANT TO DO OTHER ACTIVITIES, SUCH AS EXERCISING OR SPENDING TIME OUTDOORS!**



## 2. COMPUTER TOOLS

### Keyboard shortcuts

 **Copy:** Hold down the Ctrl key and press the C key.



 **Paste:** Hold down the Ctrl key and press the V key.



 **Cut:** Hold down the Ctrl key and press the X key.



 **Undo:** Hold down the Ctrl key and press the Z key.




 **Save:** Hold down the Ctrl key and press the S key.





## 2. COMPUTER TOOLS

### Basic PC programs

 Web browser: Explore the Internet and visit web pages.



*Mozilla Firefox*



*Google Chrome*



*Opera*



*Apple Safari*



*Microsoft Internet Explorer*

 Word processor: Create and edit text documents.




 Media player: Play music and videos on your PC.




### 3. ANDROID/ IOS DEVICE TOOLS


#### Basic management tools on mobile devices and tablets

 *Sound settings:* Control your device's volume and adjust sound settings.



 *Battery Settings:* Shows information about battery life and the applications that consume it.




 *Wi-Fi Connection:* Allows you to connect to available Wi-Fi networks.





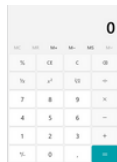
### 3. ANDROID/ IOS DEVICE TOOLS

#### Basic apps for Android/IOS devices

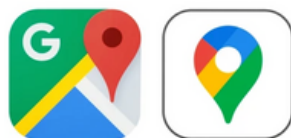
 *Email*: Access your email account and send and receive messages.




 *Calculator*: Perform basic mathematical calculations.



 *Maps*: Find directions and navigate maps.



 *Music Player*: Play music and create playlists.



 *Camera*: Take photos and record videos







# **MODULE 2**

# **EMAIL**



# 1. WHAT IS AN EMAIL

Email is used to **send and receive messages** to other people. For this, a person has an account and sends messages to other people, with other accounts.

In them we can send texts, photos, videos, links to pages and many other things.

It is very important that you do not forget that each email user is unique, you cannot make a mistake or change any letter, or it will not reach its recipient. And never use spaces!



**Do you have an email?**



**Yeah**

**Go to the next section**


**No**

**Let's create one!**



## 2. LET'S CREATE AN EMAIL ACCOUNT

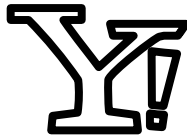
FOR THIS STEP YOU CAN ASK A TRUSTED PERSON  
FOR HELP



There are **many types** of email, here we will use one of the best known as an example, that of Google, which is **GMAIL**. This email will help us use many free tools later in this article.



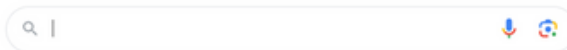
*Others can be hotmail, outlook, yahoo!, icloud and many more.*



1. In our search engine, we **write gmail**, and we enter the page that appears.



Google



Gmail



 Gmail



## 2. LET'S CREATE AN EMAIL ACCOUNT

1. We give the option to **Create an account**.

English (United States) Help Privacy Terms

2. On the next screen we will enter our first **name** and a surname, or fictitious name.

3. We will enter our date of birth or **birthday**, if we are a man or woman, and we will click next.

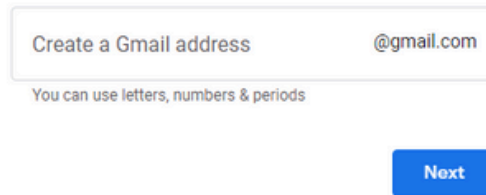
English (United States) Help Privacy Terms

English (United States) Help Privacy Terms



## 2. LET'S CREATE AN EMAIL ACCOUNT

4. Now we must come up with a **name for our account**. This name must be unique throughout the world, so you will probably have to use numbers or extra letters.



**Don't forget that you can't use spaces or some keyboard symbols, such as accents.**



5. Make up a **password**. Be careful, if you use capital letters, accents or dots, they must always be the same.

6. Recovery email or phone number , so **if you lose your account or password** you can fix it that way. Ask someone you trust to use theirs, or use your number if you prefer.

7. You will have to accept the privacy policies and terms of service , the rules so that you finally have your account.

8. You already have your account created.

### **Reminder.**



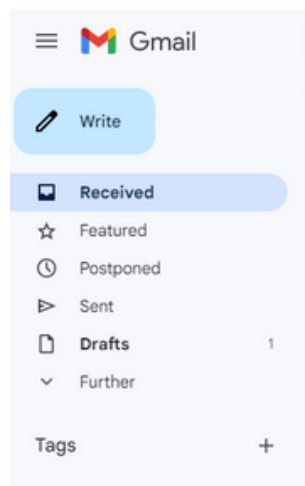
The password should be something difficult to guess, but don't forget it. A good trick is to write your email account and the new password somewhere safe at home, so that it is never lost.

## 2. LET'S WRITE AN EMAIL

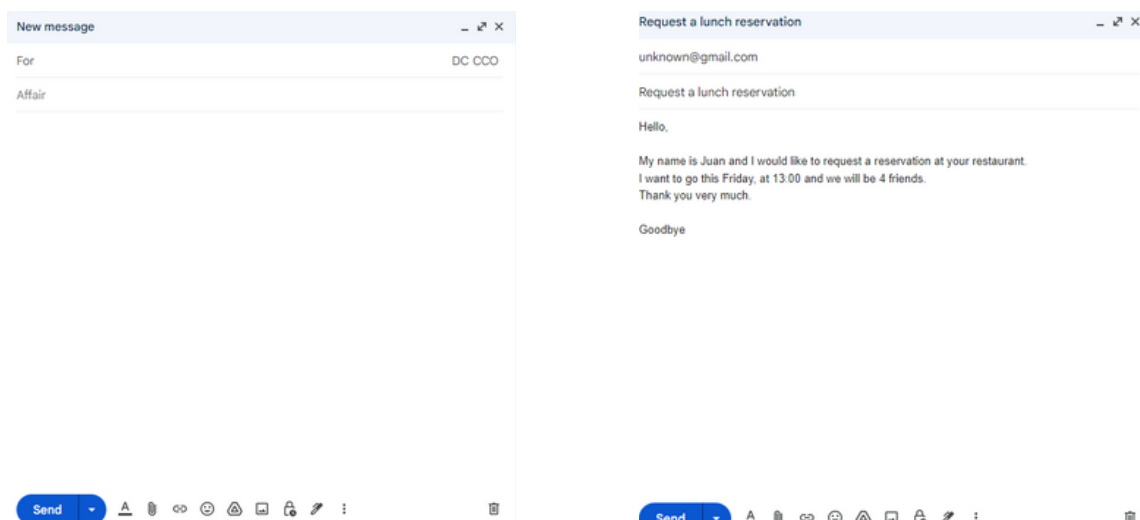
We enter the **page of our email account**, remember that we are using Gmail, but you can use others.

1. Write your email account. (Do not use spaces)
2. And the password. (Be careful not to have the SHIFT key on accidentally)

Once our account is opened, click on COMPLETE, or a + symbol may also appear.



After clicking there, something similar to this screen opens:





## 2. LET'S WRITE AN EMAIL

**To** - Here we put the email username of the person we are going to write to, taking care that it is exact and without errors or spaces.

**Subject** - It is like the name or title you give to the email. For example, if you write to a friend it could be "say hello", if it is for a company it could be "my resume", "math homework".

**Blank space** - It is the body of the message, where we write everything we want to say. REMEMBER that it is important to use spaces, periods and commas to separate ideas.

**Send** - Used to send the email once you have finished it.

**A** - It is used to change the font type, the size, whether we want it bold or underlined, and other changes.

**Clip** - Icon in the shape of a paper clip, with which we can attach images, documents, videos and all kinds of things to our email message as long as they do not take up too much digital space (megabytes).



It is important to be polite, in addition to not making a mistake in entering the email username, it is good to start by saying hello and end by saying goodbye.

And organize our ideas so that the other person understands us better, separating them with commas and periods.



## 2. LET'S WRITE AN EMAIL



### ATTENTION

Sometimes when writing we make mistakes and have spelling mistakes, they usually warn us and put those mistakes underlined in RED.

My name is Juan and I would like to requit a reservation at your restaurant.

By clicking with the right button, we can correct this error with some ideas that the computer gives us.

My name is Juan and I would like to requit a reservation at your restaurant.

request (x)

In this example, requit corrects me, which does not exist, and recommends that I change it to request.





## 2. LET'S WRITE AN EMAIL

### Lost emails

Sometimes when sending a message we receive an email that says something like this: Separate text box



#### **ADDRESS NOT FOUND**

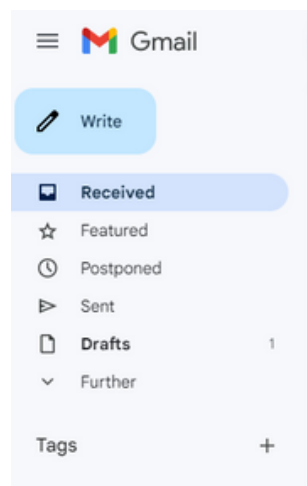
That is, the email address we have entered is not correct and DOES NOT EXIST.

Remember that the accounts are very delicate, and it is mandatory to write them as they are without changing any letters or putting spaces.

### 3. EMAIL FOLDERS AND TRAYS

Most emails are organized into similar sections, we call them **FOLDERS**, and you can differentiate between those that have been sent to you, those that you have sent, drafts, and other options.

Again, we will use gmail email as an example to see some of those functions.



**Write** - As we have already mentioned, it is used to write a NEW email.

**Received** - Emails that have been sent to us appear here. Some may be from advertising, or from the email itself that tries to remind us or teach us things.

**Sent** - Those that we have sent to other people appear.

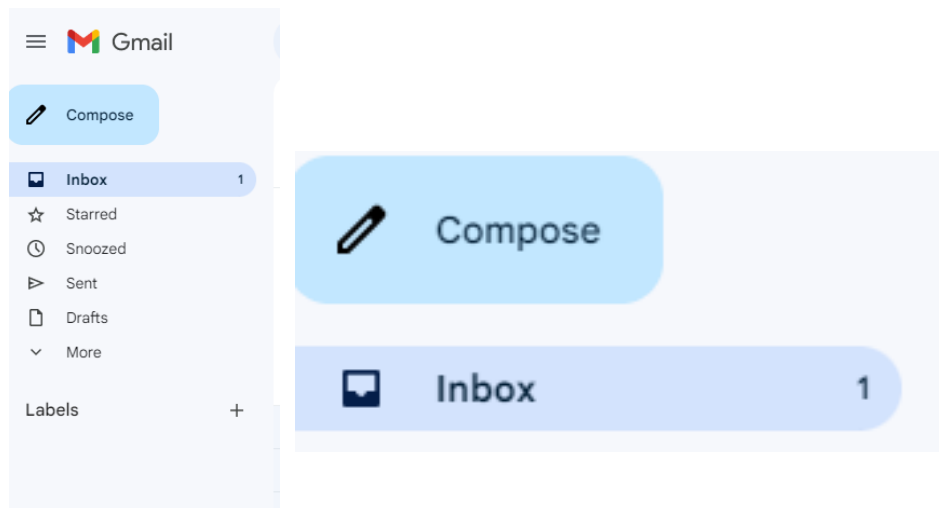
**Drafts** - Emails appear that we have started, but NOT SENT, waiting for us to finish or delete them one day.

**More** - More functions and other categories appear here , such as "Trash" , those emails that we have deleted.

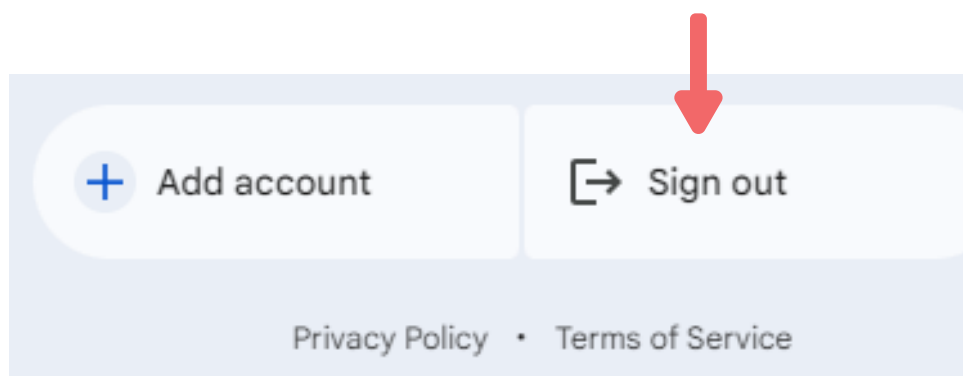
### 3. EMAIL FOLDERS AND TRAYS

There are more folders or functions, and they may have different names, but all email accounts work in a similar way.

New emails appear in a dark highlighted color, and with the number of emails that you have not yet read on the left, in the **“Inbox Folder”**.



Once we open that email once, it will no longer be new, and it will no longer be marked darker and will be one less number on the “unread” list.





## 4. DANGERS OF EMAIL

The Internet can sometimes be dangerous, do not forget that we do not know who the person is on the other side of the screen, if it is a man or a woman, a friend or someone who wants to take advantage of us.

### MESSAGES FROM STRANGERS

Sometimes we can receive emails from strangers, asking us to click on a link, saying that they know you or that you have won some prize and that you must accept something.



**CAREFUL!** They are emails that try to obtain your personal information, steal information or money from you.

If we receive an email of this type, it is important to **ask another person** before responding or clicking on anything. Do **not** offer **private information**.

On the Internet there are many pages, emails or people who can request our name, email, address or telephone number. Do not give this information unless you believe it is absolutely necessary.



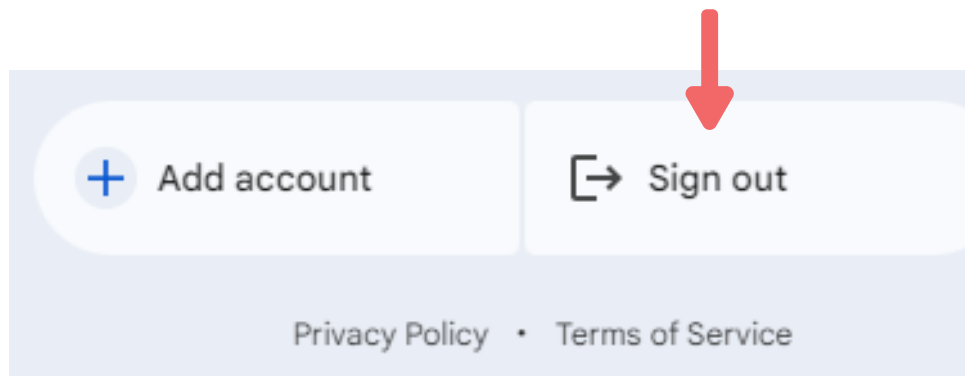


## 4. DANGERS OF EMAIL

### SIGN OUT OF OUR ACCOUNT

If we have accessed our email through a computer that is not ours, we must "close the session", remove our account before leaving so that no one else can enter.

We click on our profile icon, in the upper right, and then Log out.

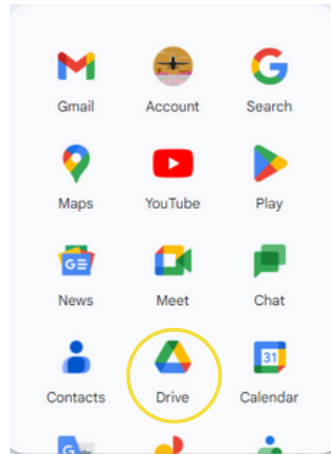


### REMEMBER

For any situation in which we are unsure, it is better to ask a family member, friend or trusted person.

## 5. GOOGLE DRIVE

Google email accounts (**Gmail**) include a very useful function, being able to use Google Drive.



Google Drive is a tool that allows us to create text documents, spreadsheets or presentations for free. And everything is saved in our email!

It is a somewhat simpler and free alternative to what we know as Microsoft Office.

It works by saving the documents that we have created, or others that we can upload from our PC or electronic device, within our own email account.

### **IMPORTANT**

A GREAT ADVANTAGE is that we can access them from any computer or device using our email.



## 5. GOOGLE DRIVE

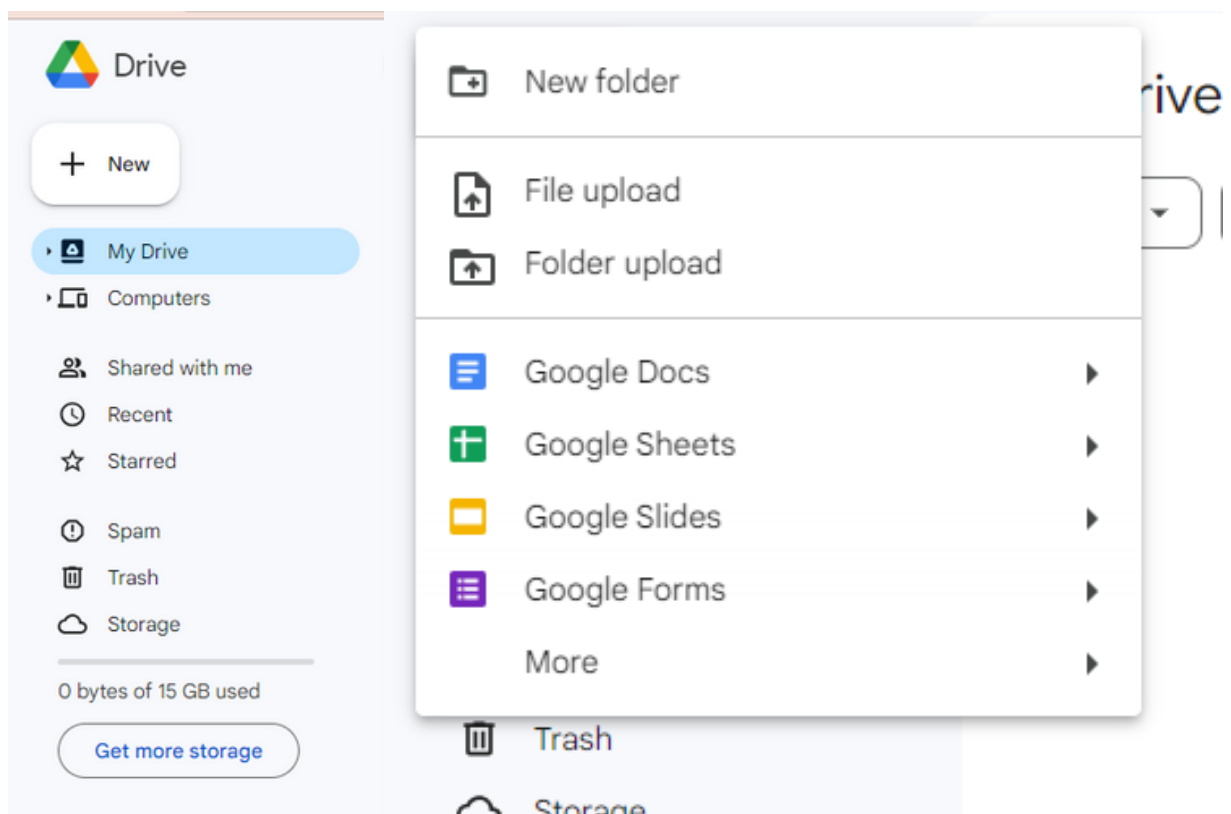
### CREATE A NEW DOCUMENT

To open a new document, click on New , and then choose the desired document type.

The best known and most used are Google Docs, Spreadsheets, and Presentations.

There are more advanced functions that we will not go into detail in this manual.

WE WILL LEARN MORE ABOUT THIS IN THE NEXT UNITS.





## QUICK QUESTIONS

### **What do I do if I accidentally or accidentally delete an important email?**

There is an area within the emails called "Deleted", "Trash" or something similar.

The emails that we have deleted stay here for a while, then they delete themselves.

### **Do I have email in SPAM? What is it?**

These are emails that are probably spam, misleading, or have bad intentions. Sometimes an email from someone real comes in, but if you don't know who it comes from, it's best not to open them or download or click on anything they have.

### **I don't remember my email or password, what do I do?**

If you do not remember your email account or password, you can try to recover it through the phone or email that you have set as recovery or security.

It is important that we have added a phone number or email of another trusted person, and this way we can always recover our account if we have any problem.





## QUICK QUESTIONS

### **I receive many advertising or informative emails of some kind, what can I do?**

If you have many emails that you are not interested in from a company, in those emails at the bottom they should have an option that is "Cancel subscription", "Unsubscribe from communications" or similar phrases.

If you click there, you should stop receiving emails from that company.

### **I want to search for an email from someone or an email that said something specific, how do I do it?**

At the top is the magnifying glass icon, which you know so well, and with which we can search for emails from specific people or who have a specific word.

For example, you remember that a family member wrote you an email talking about their vacation, and you try entering the word "vacation" in the search engine.



**MODULE 3**

**INFORMATION  
SEEKERS**



# 1. SEARCH ENGINES

## What is a search engine?

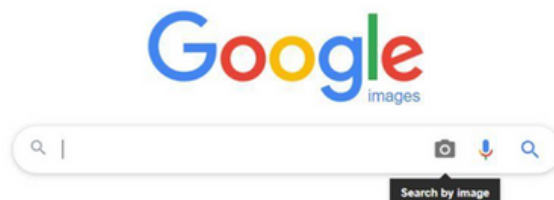
A search engine is a tool that **allows you to find information** on the Internet. You can think of it as a kind of virtual library where you can search for anything that interests you.

The best-known information **search engine GOOGLE**



Google is one of the most used search engines. You can access it by typing [www.google.com](http://www.google.com) in the bar.

On the main page, you will find a search box where you can type keywords related to the information you are looking for.





# 1. SEARCH ENGINES

## How to know if the information is reliable:

Not all the information you find on the internet is reliable. It is important to know how to evaluate it. Here are some tips:

- **Verify the source:** Look for information on reliable websites, such as official or university pages.
- **Look at the date:** If you see the date on the page, make sure it is not too old.
- **Look for more sources:** It is useful to find other pages that talk about the same thing. This way you can compare the information and see if it is true.

Efficient ways to search for information:

When using a search engine, there are some **techniques** that will help you search for information more efficiently. Here are some suggestions:

- *Keywords:* Use keywords related to the topic you want to research.
- *Use quotes:* If you are looking for an exact phrase, put it in quotes. This way the search engine will show you results with that specific phrase.

## 2. GOOGLE

**For example: "sports cars"**

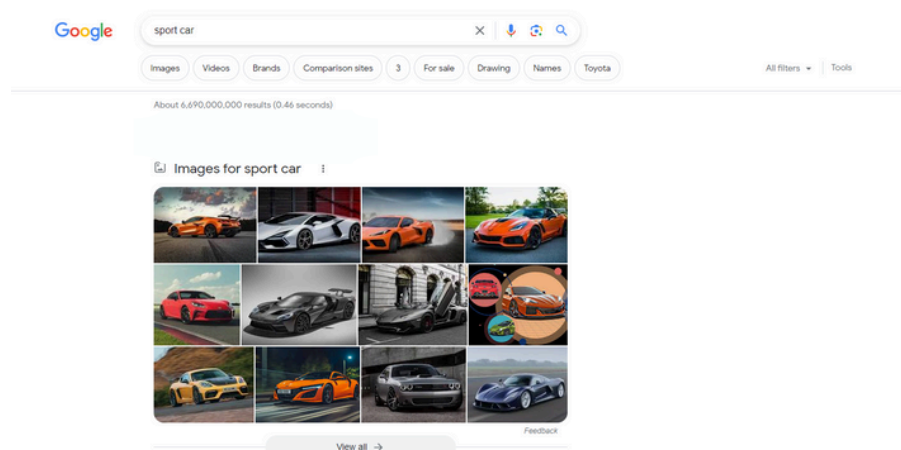
- Special words: There are words you can use to search better.

For example:

"Or" means you can search for one thing or the other.

"AND" means you look for both things together.

"NO" means you want to exclude something.



### **Tools within the Google search engine:**

Within the Google search engine, there are some tools that can help you find information more precisely. Here are some of them:

*Search Filters:* After performing a Google search, you can use the filters located below the search bar to narrow your results. For example, you can filter by content type (images, videos, news), by date, or even by region.

*Google Images:* If you are searching for images, you can click the "Images" tab on the Google results page to see images related to your search. You can click on an image to see it full size and learn more about it.



## 2. GOOGLE

### Voice search tools:

Google also offers the option to perform voice searches on **mobile** devices. Here's how to use this feature:

- Open the Google app on your mobile device.
- In the search bar, you will see a microphone icon. Tap that icon to activate voice search.



- Say out loud what you want to search for. You can say a keyword or ask a question.
- Google will process your voice and display the results on the screen. You can tap the links to get more information.

### Google on mobile devices:

Google is available on mobile devices, which makes it easy to use. You can download the Google app from your device's app store.

Once the application is downloaded, you can access the Google search engine and use all the functions mentioned above, including voice search. Remember that voice search can be very useful.

In this manual, we will learn about text editors, how they can help us, and explore some basic tools. We will also address basic spelling and grammar rules. Let's get started!



**MODULE 4**  
**TEXT EDITOR**



# 1. TEXT EDITOR

## **What are text editors and what are they used for?**

Text editors are computer programs that allow us to create, edit and save written documents.

They are like a sheet of digital paper on which we can write, correct and format the text.

They are used to write letters, essays, stories and any type of written document.

## **How can text editors help us?**

Text editors can be very useful for us. Here are some ways you can help us:

- **Ease of writing:** We can write in the text editor using the computer keyboard, which can be more comfortable than writing by hand.
- **Error correction:** Text editors help us detect spelling errors and suggest corrections. This helps us improve our writing.
- **Text organization:** We can organize our text using paragraphs, titles and lists. This makes it easier to read and understand.
- **Text formatting:** Text editors allow us to format text, such as changing the size and font, highlighting words, or adding images. This makes our documents more attractive and easier to read.





# 1. TEXT EDITOR

## **Basic tools of text editors:**

Within text editors, we find basic tools that help us work with text, for example, cut, paste, undo, format, etc., some of them we will see later.

Basic spelling and grammar rules:

When we write in a text editor, it is important to follow some basic rules of spelling and grammar. Here are some tips:

- **Spelling:** Pay attention to the correct writing of the words. Use the text editor's spell-checking tools to help you catch errors.
- **Punctuation:** Correctly use punctuation marks, such as periods, commas, and question marks. This helps make the text clear and understandable.
- **Capitalization:** Use capital letters at the beginning of a sentence and in proper nouns. Use lowercase letters in the rest of the text.
- **Agreement:** Make sure that nouns and verbs agree in number and gender. For example, if you have a plural noun, the accompanying verb must also be plural. Likewise, if you have a feminine noun, use feminine adjectives and articles that agree with it.



# 1. TEXT EDITOR

- Proper use of accents: Pay attention to the words that have an accent and place them correctly. Accents can change the meaning of a word, so it is important to use them appropriately.
- Use of question and exclamation marks: Use question marks (?) and exclamation marks (!) at the end and beginning of questions and exclamatory sentences, respectively. These signs help convey the tone and intention of your sentences.

In the next point we will give you some tricks to correct your spelling mistakes.

Remember that you don't have to worry if you make some mistakes while writing. Text editors are there to help you correct them. It's also a good idea to ask an adult or someone close to you for help if you have questions about spelling or grammar.



## 2. MICROSOFT WORD

In this manual, we will learn about Microsoft Word tools, how to edit documents, and how to save and manage files. Microsoft Word is a widely used word processing program that allows us to create and edit documents.

### How to access Word?

Normally, all computers have the Microsoft package installed, which includes Word, Excel and Power Point.

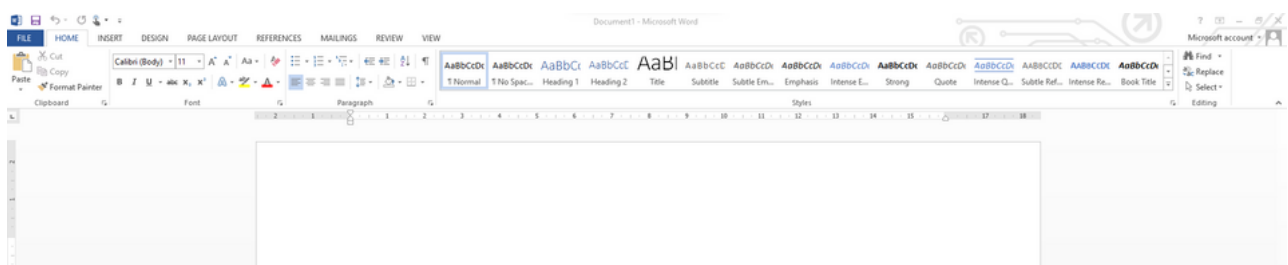
Click the Home button or navigate to the search bar at the bottom of the screen.

In the list of applications, find Word and click it. The Start screen appears and Word starts .

### Word tools

Microsoft Word offers several useful tools for working with documents. Here are some of them:

- **Toolbar:** At the top of the screen, you will find a bar with different options and buttons. These tools allow you to format text, insert images, change the document layout, and much more.





## 2. MICROSOFT WORD

- Text format

You can change the font, size, color and style of the text using the text formatting options. You can also highlight words or paragraphs with bold, italics, or underlining.

- Bold, italic and underline:

These options allow us to highlight important words or phrases in the text.

Find the text or word you want to bold, italicize, or underline . Scroll through your document until you find the text or word you want to bold, italicize, or underline.

Select it with the mouse : When you select it, a box will appear.



My name is Juan and I would like to make a reservation at your restaurant.

Click:

- a. About the "N" if you want to put it in bold.
- b. About the "K" if you want to put it in italics.
- c. About the "S" if you want to underline it.



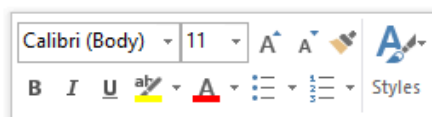
## 2. MICROSOFT WORD

- Change font style, size and color

This option allows us to choose the design of the letter that we like the most, its size, that is, enlarge or reduce it, and even the color.

With the mouse, position yourself over the word or text you want to change. Next, the same box as before will open.

To change the font style: click with the cursor on the first rectangle at the top left



Next, all the letter models that Word has will be displayed. Choose the one you like the most by clicking on it. At that moment you will be changed to the chosen format.

To enlarge or reduce the size of the letter: Click on "A" and it will become larger, or on "A" and it will become smaller.

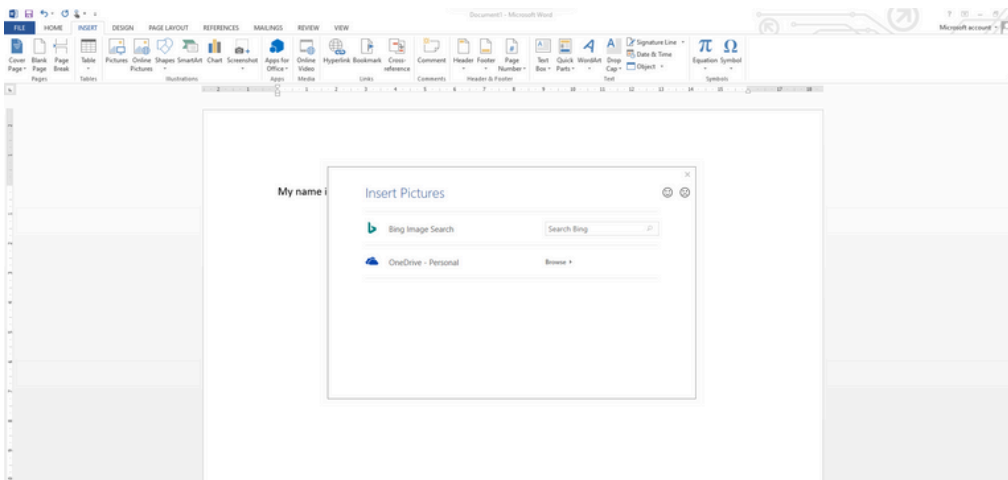
Another way to choose the font size is by clicking on the box where a number appears. The letter sizes will be displayed and you just have to choose the one you want.

## 2. MICROSOFT WORD

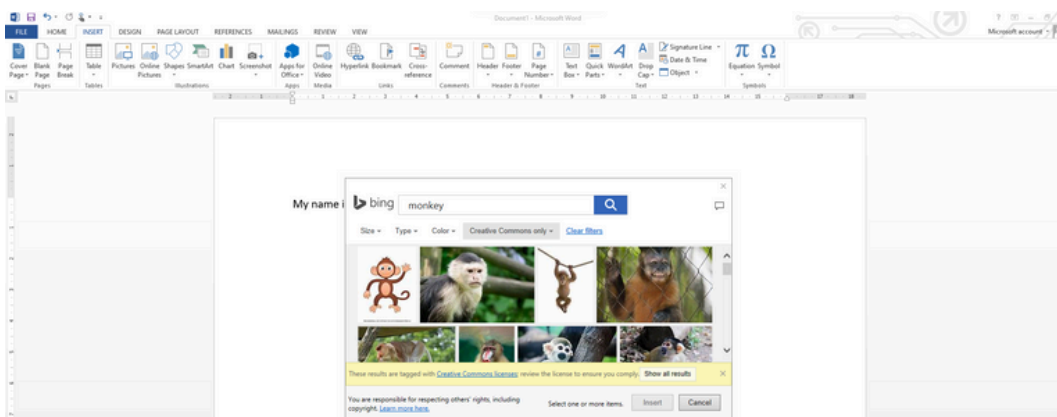
### Insert images

You can add images to your document by clicking the "Insert" tab and selecting the "Image" option. This allows you to add illustrations, photographs that are on your computer to your document.

If you want to insert photographs or images online, you will have to choose the "online images" option. A box will open with a magnifying glass and there you must write the image you want to insert.



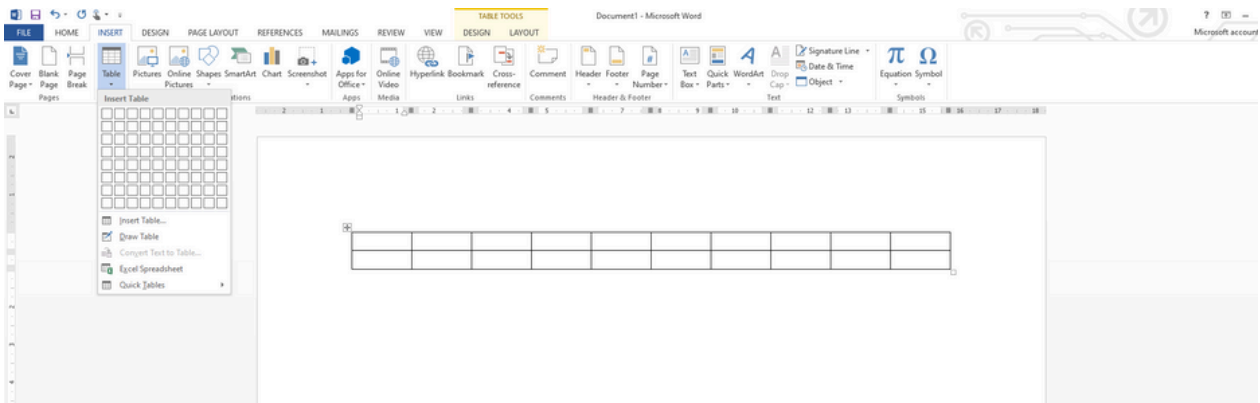
If you choose, for example, the word "monkey", this will be the result:



## 2. MICROSOFT WORD

### Insert tables:

Tables are useful for organizing information into rows and columns. You can insert a table by clicking the “ Insert ” tab and selecting the “ Table ” option. You can choose the number of columns and rows in the table, adjust the size of the cells, and add content to them.



### Document editing

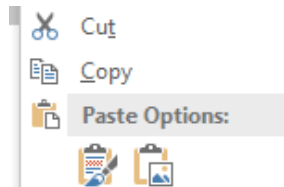
Microsoft Word allows you to edit your documents in several ways. Here are some editing options:

Copy, cut and paste: You can copy text or an image by selecting it and using the "Copy" and "Paste" options in the toolbar. You can also cut the text or image to remove it from one location and then paste it to another.

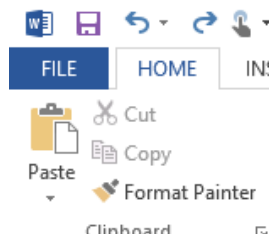
- Copy and paste : We can copy text from one place and paste it in another. This helps us reuse information and save time.
- Find the text you want to copy . Scroll through the document until you find the text you want to copy.
- Highlight the text . To highlight text, left click and then drag the mouse pointer over the text you want to copy.

## 2. MICROSOFT WORD

- Copy the word(s). Once you've highlighted it, right-click and choose "Copy" from the options that appear.



- Then go to the place where you want to copy it.
- Paste the word(s) . Right-click and choose "paste" from the options that appear.



Cut and paste: You will use the option to cut a text or a word when you want to change its location. To do this you must:

- Find the text or word you want to cut . Scroll through the document until you find the text you want to cut.
- Highlight the text or word . To highlight a text or word, left click and then drag the mouse pointer over the text you want to cut.
- Cut the word(s). Once you have highlighted it, right click and choose " Cut " from the options that appear

Then go to the place where you want to put it.

Paste the word(s) . Right-click and choose "paste" from the options that appear.

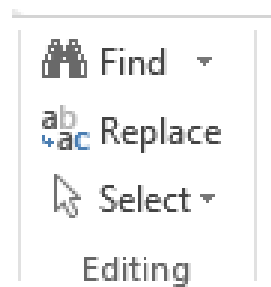




## 2. MICROSOFT WORD

### Search for and replace:

If you need to find a specific word or phrase in your document, you can use the "Search" function in the "Home" tab. You can also replace one word or phrase with another using the "Replace" option.



### Automatic correction:

Word can automatically correct spelling and grammatical errors as you type. Words underlined in red or green indicate errors or suggestions for correction. You can right-click on the underlined words to see the correction options and change them directly.

### Save and manage files

It's important to save your work regularly so you don't lose any changes you've made. Here are some steps to save and manage your files:

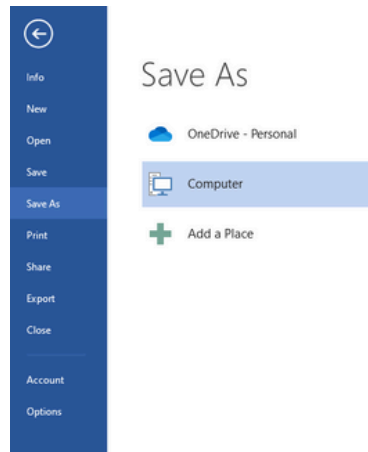
- Open a document:

Once you are inside Word, you will initially enter the screen where you must choose whether you want to create a new document or load one that you have on your computer. To create a document, you have a bar above where you can choose whether you want it to be a blank document or one based on a template.

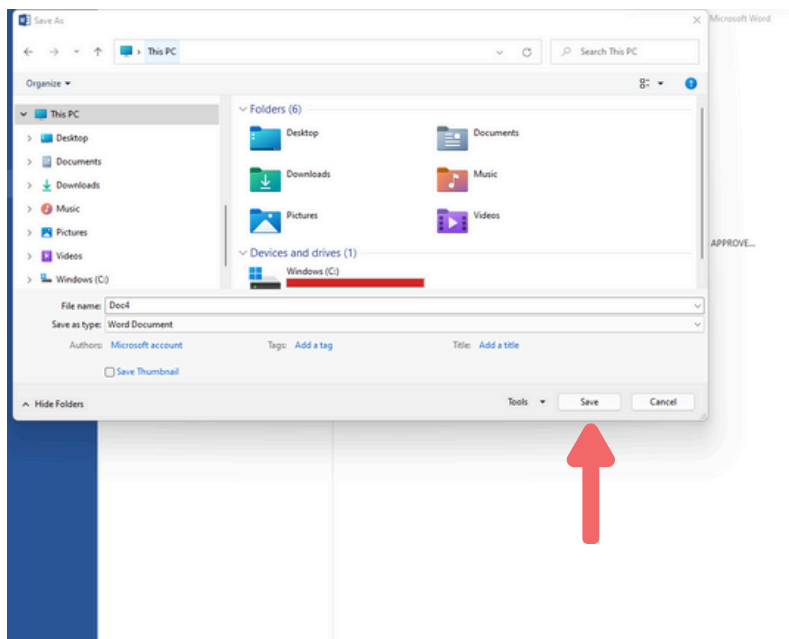


## 2. MICROSOFT WORD

Next, another screen will appear, where you will have to choose where to save it (it can be on the computer, on the desktop, etc.) Normally, you will save it on the computer.



Once you have chosen the place, another screen will appear where you will have to name the document, that is, what you want to call it.

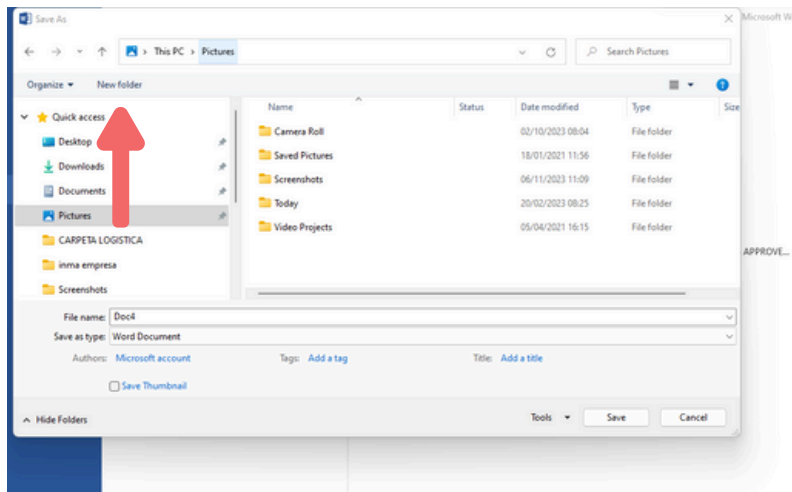


Once you have named your file, you must click on the word “save” and it will be archived on your computer.

## 2. MICROSOFT WORD

- Manage files:

You can organize your files in folders to keep them organized. You can create new folders, rename files, and move files to different locations on your computer. This will help you find your documents easily when you need them.



For example, if you have several assignments for the English subject, you can open a folder called “English assignments” and put all the assignments for that subject in that folder. This way everything will be more organized and it will be easier for you to find your documentation.

You can also transfer files from one folder to another. You will have to do it with the “cut and paste” option as we have shown you previously.

- Print documents:

If you want to print your document, you can click on the "File" tab and select the "Print" option. There you can adjust print settings, such as:



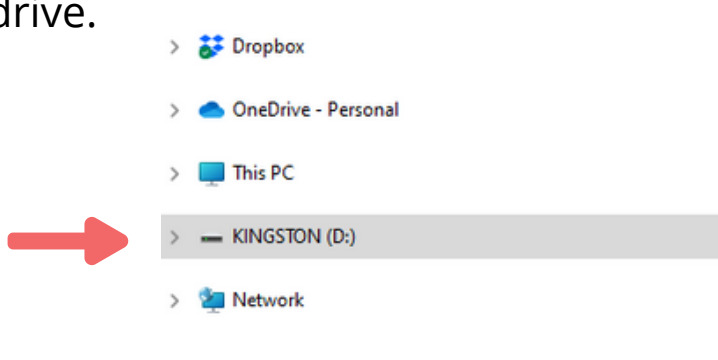
## 2. MICROSOFT WORD

- The number of copies, you must specify if you want to make one or several
- The orientation of the page, you must specify whether you want to print it horizontally or vertically
- The printer you want to use, if you have several printers configured on your computer, you must indicate which one you want to use at that moment.

### Backups

Remember that it is important to make backup copies of your important documents. You can save copies to external storage drives, such as USB sticks or external hard drives, or use cloud services to store your files securely.

The copies are made in the same way that we have taught you previously, the only thing you would have to do is choose the important files, copy them and paste them on the USB or external hard drive.



Once you insert the USB into your computer it will appear as in the image.

Use attractive visuals to make it easier to express your message.



**MODULE 5**  
**SLIDE EDITOR**



# 1. SLIDE EDITORS

## What are they and what are they used for?

A presentation editor is a computer application that allows you to create attractive presentations easily and quickly. A presentation typically has a series of slides displayed in sequential order.

## How can they help us? What are slide editors?

A Presentation Program is software used to display information normally outlined on one or more slides. They are very useful in oral presentations, being used to transmit information to a person or a group. They allow us to organize information: ideas, data, results, plans, etc.



Canva



Google Slides



Prezi

## 2. MICROSOFT POWERPOINT

A slide in **PowerPoint** is each of the digital sheets that form a presentation in which you can add text, images, photographs, videos, graphics, animated gifs , etc.

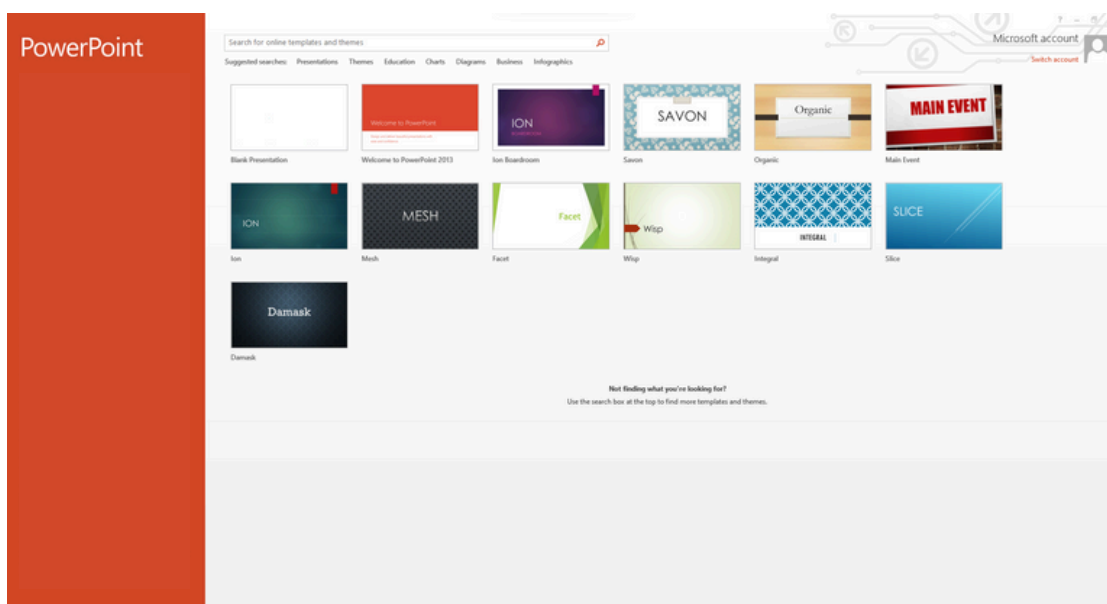
### Power Point Tools



How to access Power Point?

Normally, all computers have the Microsoft package installed, which includes Word, Excel and Power Point.

1. Click the Start button. or go to the search bar at the bottom of the screen.
2. In the list of applications, find Power Point and click on it. The home screen appears and Power Point starts.



This image will appear. If you want to create a new presentation, you will have to click on “ blank presentation ”.



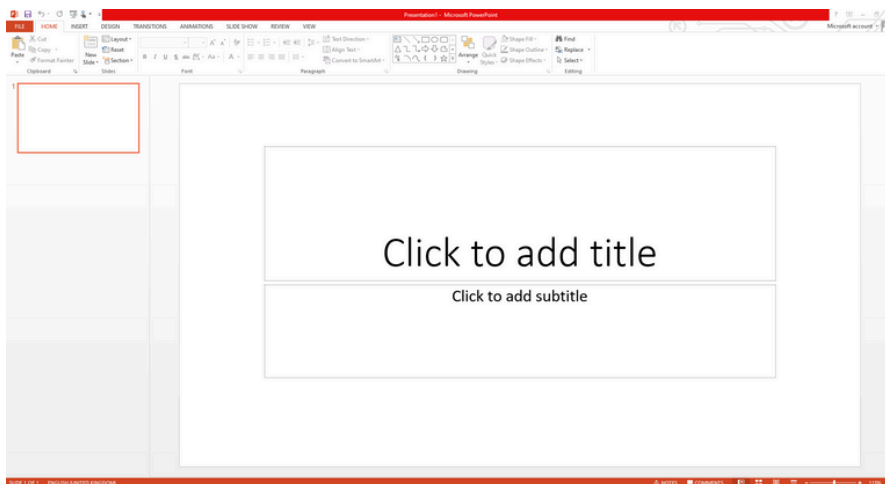
## 2. MICROSOFT POWERPOINT

You can also use any of the templates that the application suggests. In this case, if you choose one, you can base it on it, but make the changes you see fit. For example, font size, background color, and including other information, etc.

To create a blank presentation:

- We will display the File tab
- We will select the New option
- In the blank Presentation dialog box press the Create button.

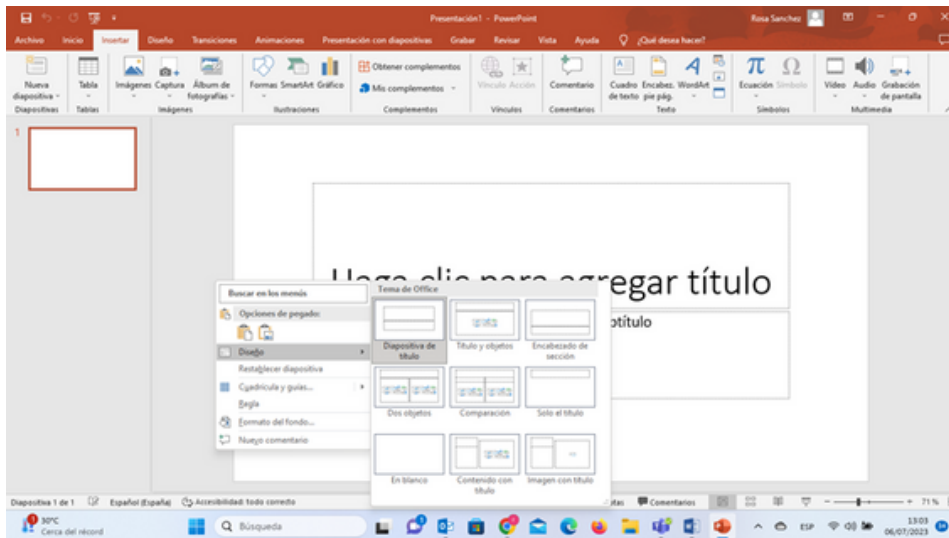
This is how to create a blank presentation.



The central part of the window is where we will create the different elements of the pages or slides, and all of them will form the presentation.

We will have a blank presentation, being the first slide it proposes a design with two text boxes to add a title and subtitle, known as Title Slide, design that we can change (right button, design).

## 2. MICROSOFT POWERPOINT



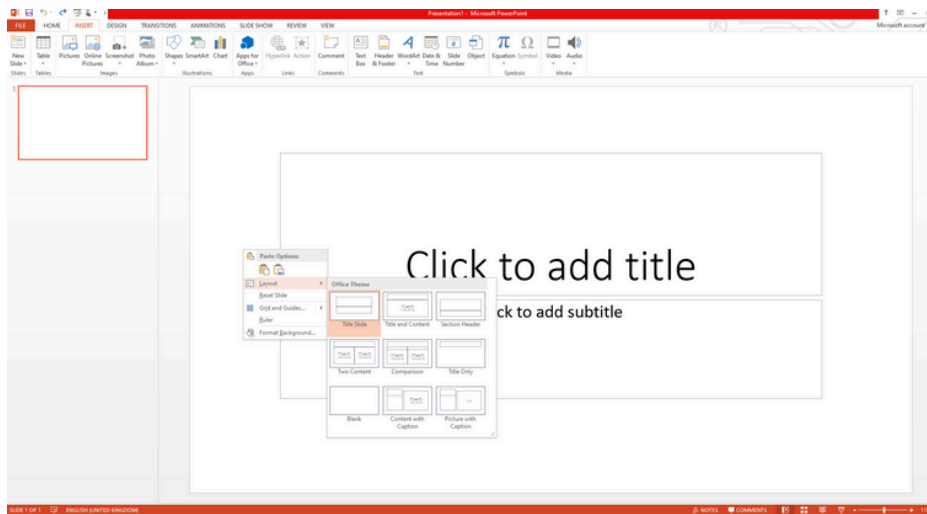
Here you can choose the type of design you want to give to your slide.

For example: To fill in the title, you would have to position yourself where it says "click to add title" and enter the title of your presentation. Here you can choose the font, its size, color, etc., in the same way as you do in Word.

If you do not want to put a subtitle, you would have to position yourself over the box and click delete.

When you have finished the first slide, to add a new one you must click on new slide and start working on the second page of your presentation.

## 2. MICROSOFT POWERPOINT

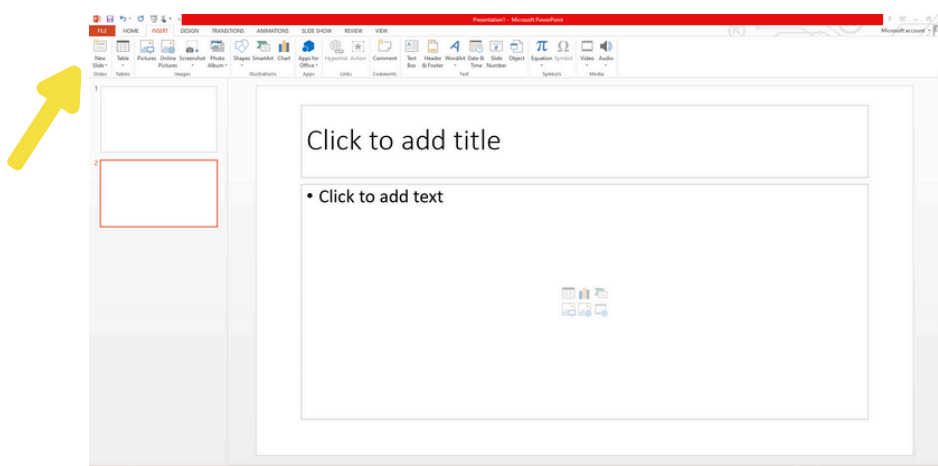


Here you can choose the type of design you want to give to your slide.

For example: To fill in the title, you would have to position yourself where it says “click to add title” and enter the title of your presentation. Here you can choose the font, its size, color, etc., in the same way as you do in Word.

If you do not want to put a subtitle, you would have to position yourself over the box and click delete.

When you have finished the first slide, to add a new one you must click on new slide and start working on the second page of your presentation.



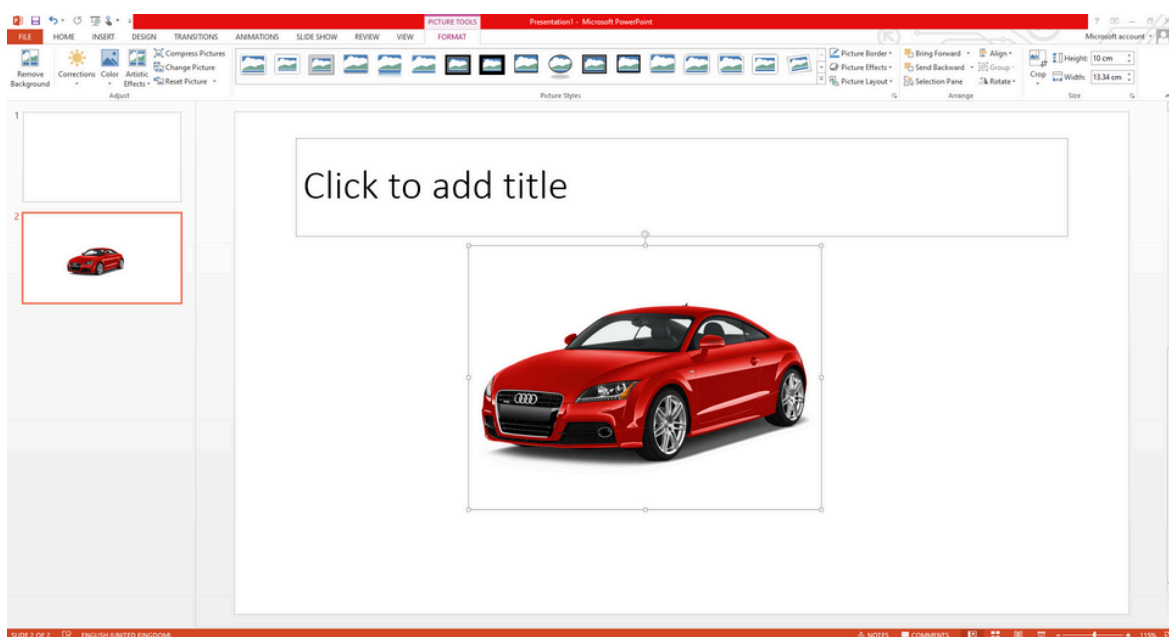
## 2. MICROSOFT POWERPOINT

### Insert

As in Word, you can insert images from your computer or from the Internet, tables, graphs, etc. It is done exactly the same as in Word.

If you want to include a Google image, you will have to position yourself over the image and right-click on “copy image”, then go to your slide and right-click “paste” and it will appear on the slide.

If you want to resize the image, click on it and a square will appear on the edge with some small circles in the corners. Place yourself over one of them with the mouse and drag it, you will see how the image gets larger or smaller depending on the movement of the mouse.



## 2. MICROSOFT POWERPOINT

### Design

Within the design we will include several sections:

### Format text

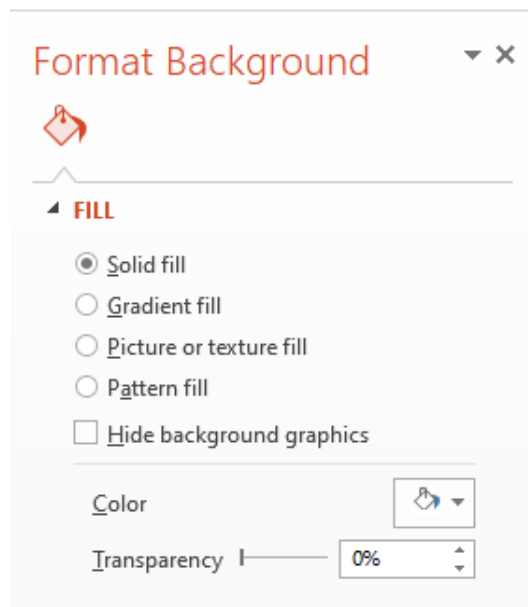
1. Select the text you want to give a specific format to.
2. Under Drawing Tools , choose Format.
3. Follow each of these procedures:
  - To change the color of the text , you have to click on Text Fill and choose a color .
  - To change the color of the text outline , you have to click on Text Outline and choose a color .
  - To apply shadows, reflections, highlights, bevels, 3D rotations or transformations , you have to click on Text Effects and choose the effect you want to apply.



### Change font on a single slide

- To change the font for a single paragraph or sentence, select the text you want to change.
- To change the font of all placeholder text, select all placeholder text.
- On the Home tab, in the Font group , select the font you like best from the Font list.

## 2. MICROSOFT POWERPOINT



Here you can choose the color of the background, if it has transparencies or if it is gradient, etc.

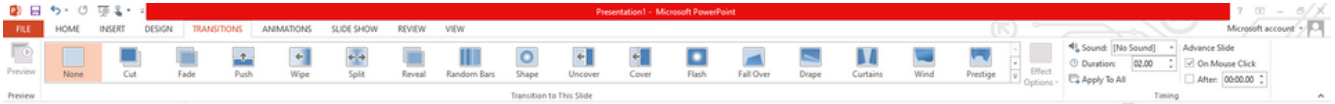
### Transitions

Slide transition is the visual effect that plays when you move from one slide to the next during a presentation. You can control the speed, meaning that they pass more or less quickly, add music or sound, and customize the properties of the transition effects.

For example, you can create a 'fade in' effect so that the old slide fades in and out replace with a new one, or make one slide appear to 'push' another out . When you add a transition effect to a slide, the transition effect occur between the previous slide and the selected slide.

You can also add sound effects to your transitions, but to do this you will have to have a sound card and speakers to reproduce sounds.

## 2. MICROSOFT POWERPOINT

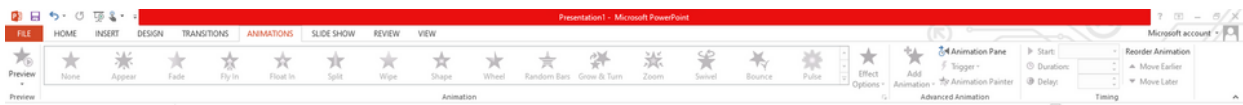


### Animations

PowerPoint animations are visual effects for objects that appear in your presentation.

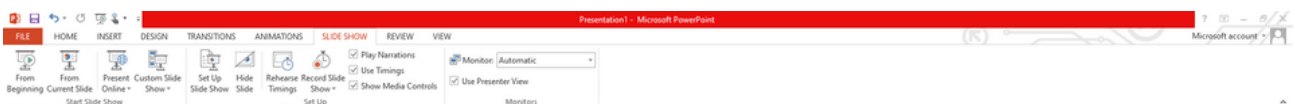
Animations are used to bring objects such as text, images or graphics on and off your slide.

Select the slide object you want to animate. On the “Animations” tab, click Animation Panel. Click “Add Animation” and choose an animation effect. To apply other animation effects to the same object, you can select it, click “Add” and choose another animation effect.



### Slide presentation

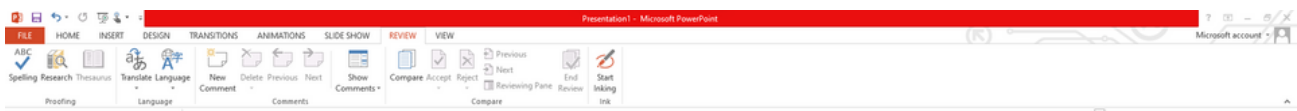
To start the presentation on the first slide, in the Start Slide Show group, click From Beginning.



## 2. MICROSOFT POWERPOINT

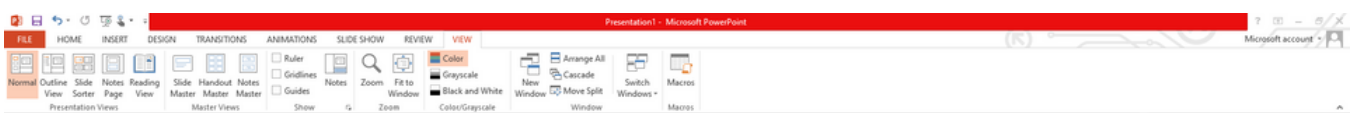
If you're not on the first slide and want to start from where you are, click From current slide.

### Review



The Review tab will allow you to add comments, run a spell check, or compare one presentation to another (for example, a previous version).

### View



Views allow you to view your presentation in different ways depending on where you are in the creation or delivery process.

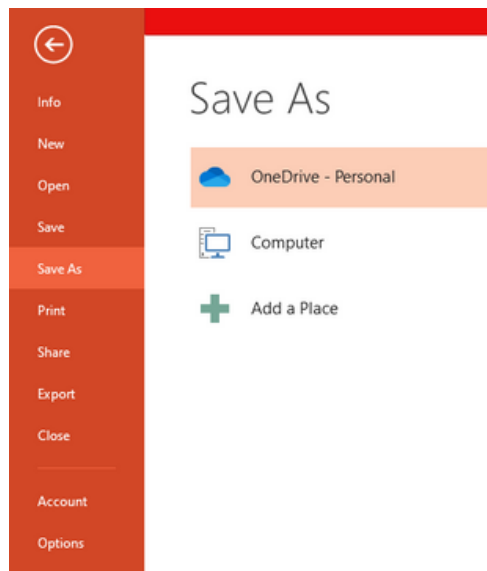


## 2. MICROSOFT POWERPOINT

### Slide editing

### Save and manage files

1. On the File tab, click Save.
2. Choose a folder or navigate to it.
3. In the Name boxfile, type a name for the presentation, and then click Save.



### Tips for creating an effective presentation

When you give a presentation you will have to take into account the following suggestions to keep the audience interested.

1. The number of slides should not be too large
2. To keep the message clear and the audience attentive and interested, the number of slides in the presentation should not be very high
3. Choose a font size that is easy for users to read
4. The text on the slide should be simple, easy to understand



**MODULE 6**  
**SPREADSHEETS**



# 1. SPREADSHEETS

**Spreadsheets** are used to record information, make lists of things, or do accounts.

You can do anything, it is a more **formal and working document** in the business world, more so than Documents or Presentations.

Remember: Google Spreadsheets are very similar to others you may know like Microsoft's Excel , OpenOffice Spreadsheets , or Apple's Numbers.

## REMEMBER




You can open these documents from Google DRIVE , and then we open Google Sheets

## What are spreadsheets like?

Spreadsheets have a very striking shape, they are divided into rectangles, which we call cells.

If it helps you remember, imagine like jail cells!

|   | A | B                                                                                   | C | D |
|---|---|-------------------------------------------------------------------------------------|---|---|
| 1 |   |                                                                                     |   |   |
| 2 |   |  |   |   |
| 3 |   |                                                                                     |   |   |
| 4 |   |                                                                                     |   |   |




# 1. SPREADSHEETS


To move around Excel, we have to remember that it is divided into rows and columns.

Rows are called the line that goes from one side to the other. They are organized by **LETTERS**.

Columns that go from top to bottom. They are organized by **NUMBERS**.

|   | A | B                                                                                  | C | D | E | F |
|---|---|------------------------------------------------------------------------------------|---|---|---|---|
| 1 |   |                                                                                    |   |   |   |   |
| 2 |   |  |   |   |   |   |
| 3 |   |                                                                                    |   |   |   |   |
| 4 |   |                                                                                    |   |   |   |   |
| 5 |   |                                                                                    |   |   |   |   |

If it helps you remember, you can think of a ROW of people one after another, or a column of a building to remember that they go from top to bottom.

|   | A | B                                                                                   | C | D | E |
|---|---|-------------------------------------------------------------------------------------|---|---|---|
| 1 |   |  |   |   |   |
| 2 |   |                                                                                     |   |   |   |
| 3 |   |                                                                                     |   |   |   |
| 4 |   |                                                                                     |   |   |   |
| 5 |   |                                                                                     |   |   |   |

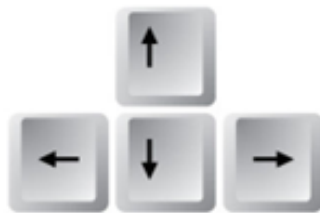
To move around Excel, we have to remember that it is divided into rows and columns.

## 2. MOVING AROUND THE SPREADSHEET

### How do we move around the spreadsheet?

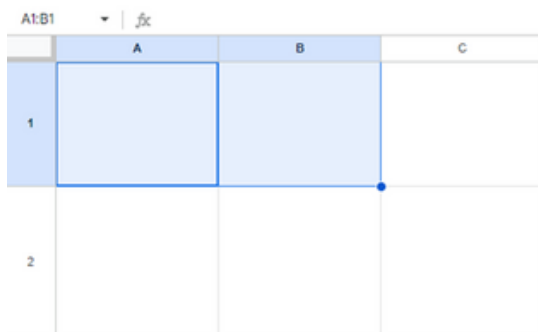
We can move around the sheet with the mouse , clicking on the cell we want to write.

We can also use the arrow keys on the keyboard.



### Join cells

We can join two or more cells and make it just one, by clicking on the "Combine Cells" button, which is on the toolbar.



If we want to separate several cells that are already combined, we click on that button again.

## 2. MOVING AROUND THE SPREADSHEET

### How do we move around the spreadsheet?



If we have made a mistake or done something wrong, we can press Undo.



If we want to recover something that we have deleted when going back, press Redo.



### Expand the size of ROWS or COLUMNS

Sometimes what we want to write is larger than the available space, in that case we can expand the size of the row or column.

We use the left click of the mouse on the corner that you want to enlarge or “stretch”, and we enlarge as much as we want.

If you want to expand ROWS , we enter the number we want to expand.

For example, if you want to expand 1 , we place them between 1 and 2 and expand.

A screenshot of a spreadsheet interface. The top-left corner shows the cell address 'A2' and a dropdown arrow. The top row is highlighted in light blue and contains the letters 'A' and 'B'. The first column is numbered 1, 2, 3, and 4. A blue horizontal line is drawn across the row between 1 and 2, and a blue vertical line is drawn down the column between 2 and 3. A blue dot is at the intersection of these lines, indicating the corner handle for expanding the cell.



## 2. MOVING AROUND THE SPREADSHEET

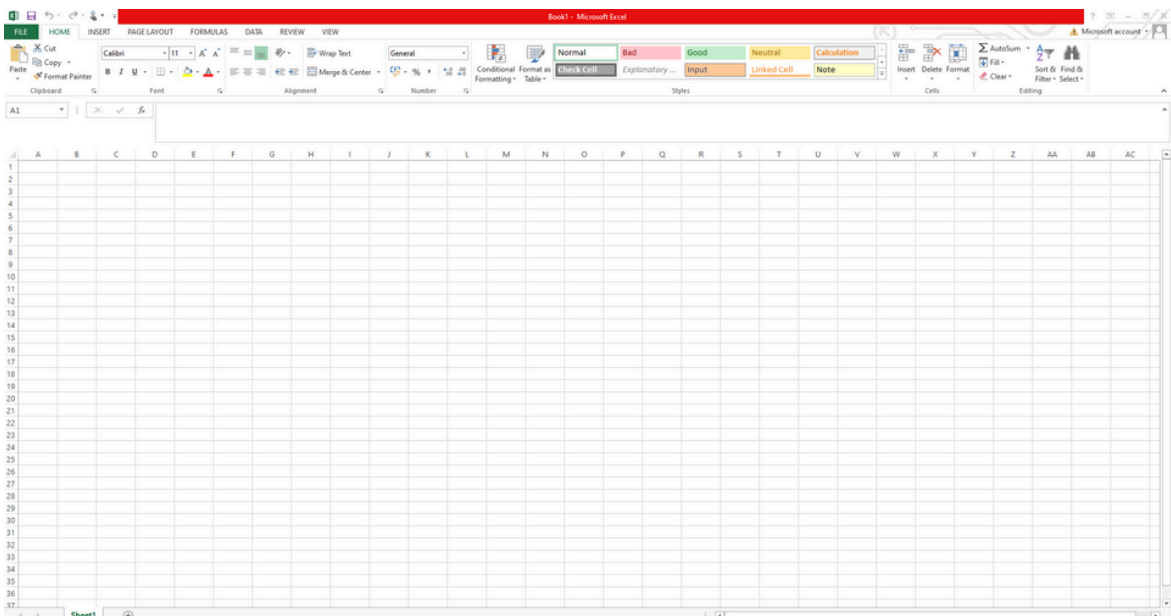
If it is in COLUMNS , we enter the letter that we want to expand.

For example, we place ourselves between A and B , and lengthen A.

### Sheets

The document is divided into sheets, on each sheet you can write different information.

For example, on one sheet you can make a shopping list for a party, and on the next sheet the guests for the event.



To create a new sheet, click on the +.

If you want to delete, rename, copy the sheet, or other functions, you must right-click on "Sheet1" or whatever name it is.



## 2. MOVING AROUND THE SPREADSHEET

### What can I write in a spreadsheet?

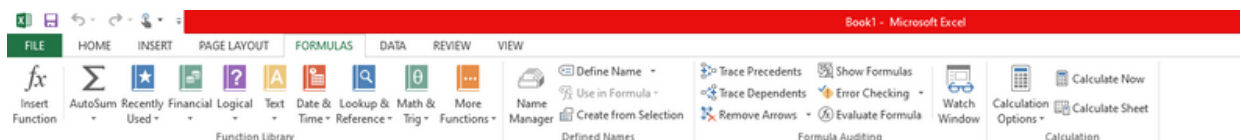
You can do anything, it is the main document used in companies, more than presentations or Google documents.

They are used to make lists, accounts and formulas.

### Spreadsheet formulas

This is the most difficult part, spreadsheets are used to do complex mathematical operations.

To see the available functions, you must go to a cell “formulas”, and in the upper tools click on Insert Function.



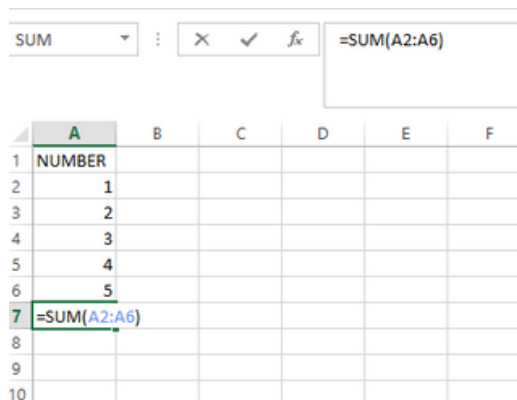
| OPERATION | FUNCTION NAME | SYMBOL |
|-----------|---------------|--------|
| Add       | ADDITION      | +      |
| Subtract  | MINUS         | -      |
| Split     | DIVIDE        | /      |
| Multiply  | MULTIPLY      | *      |



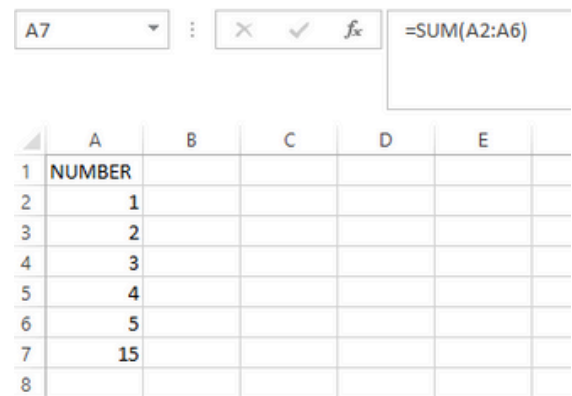
## 2. MOVING AROUND THE SPREADSHEET

You can do these operations using the symbols directly in the cell.

1. You choose the cell where the results will be seen
2. We put the symbol =
3. We click on the first cell that has the data
4. We use the operation symbol. For example, the above + - \* /
5. We click on the next cell that has the data.
6. We press the Enter key for the operation to be carried out.



|    | A           | B | C | D | E | F |
|----|-------------|---|---|---|---|---|
| 1  | NUMBER      |   |   |   |   |   |
| 2  | 1           |   |   |   |   |   |
| 3  | 2           |   |   |   |   |   |
| 4  | 3           |   |   |   |   |   |
| 5  | 4           |   |   |   |   |   |
| 6  | 5           |   |   |   |   |   |
| 7  | =SUM(A2:A6) |   |   |   |   |   |
| 8  |             |   |   |   |   |   |
| 9  |             |   |   |   |   |   |
| 10 |             |   |   |   |   |   |



|   | A      | B | C | D | E |
|---|--------|---|---|---|---|
| 1 | NUMBER |   |   |   |   |
| 2 | 1      |   |   |   |   |
| 3 | 2      |   |   |   |   |
| 4 | 3      |   |   |   |   |
| 5 | 4      |   |   |   |   |
| 6 | 5      |   |   |   |   |
| 7 | 15     |   |   |   |   |
| 8 |        |   |   |   |   |



### REMEMBER:

If an error message appears, it means that there is some step that we have not done correctly. Let's start again!



**MODULE 7**  
**CANVA**

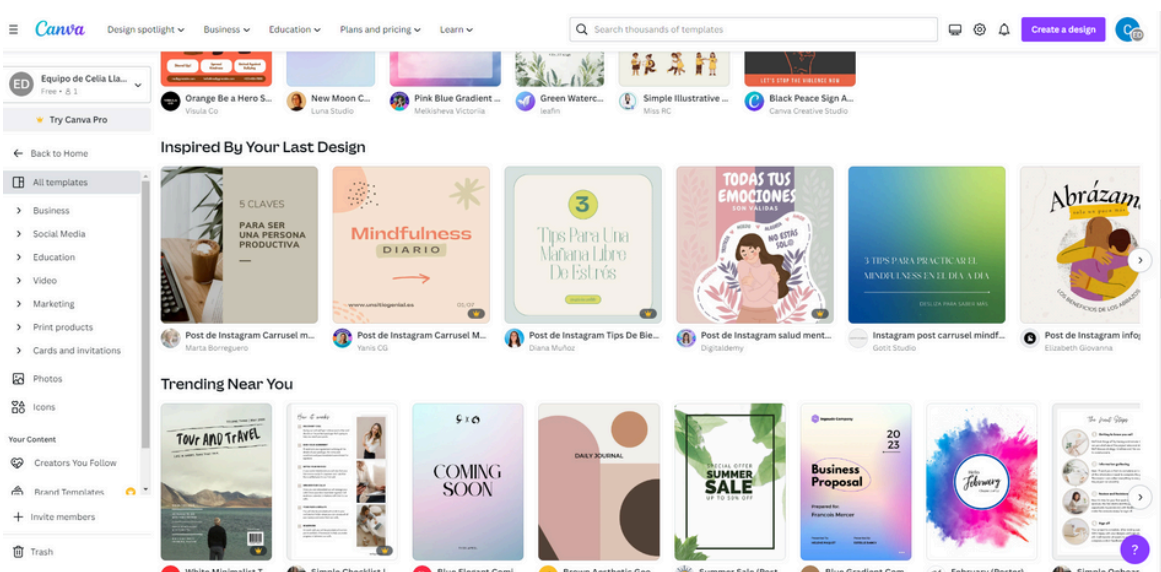
# 1. CANVA

## What is Canva?

Canva is like a computer **program that helps you be creative and make beautiful things.** It's like having an art studio on your computer or tablet.

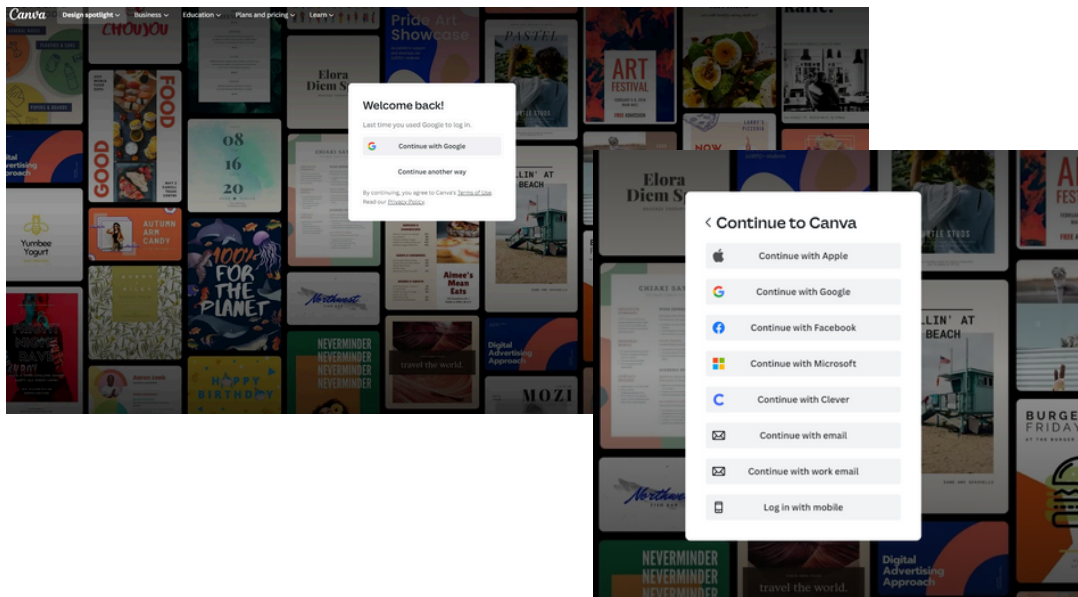
# Canva

Canva has **many other functions** such as creating cards, posters, brochures, images for social networks... It has templates that you can customize with colors, text and graphic elements.

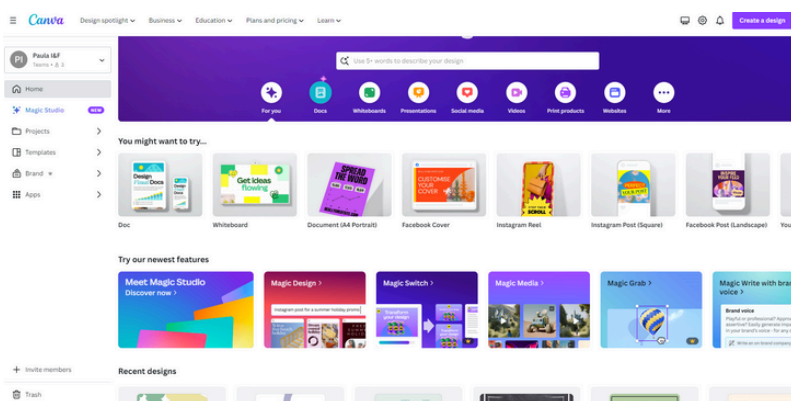


# 1. CANVA

To **start using Canva** we have to register with our email, or click continue with our Google or Facebook account.



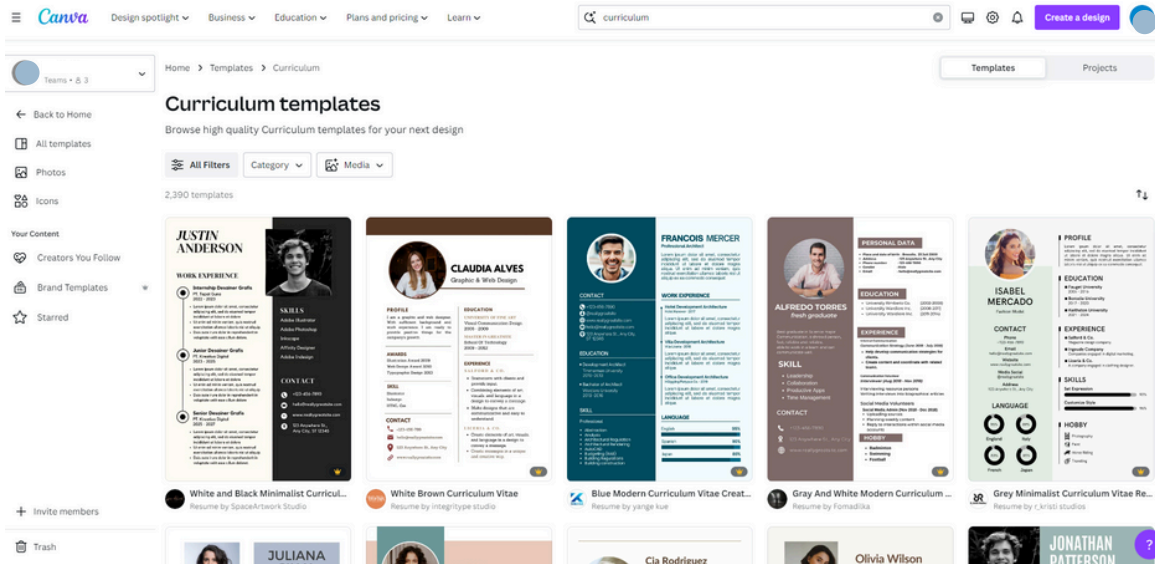
Once we have accessed, in the blue square we select the type of design we want to make.



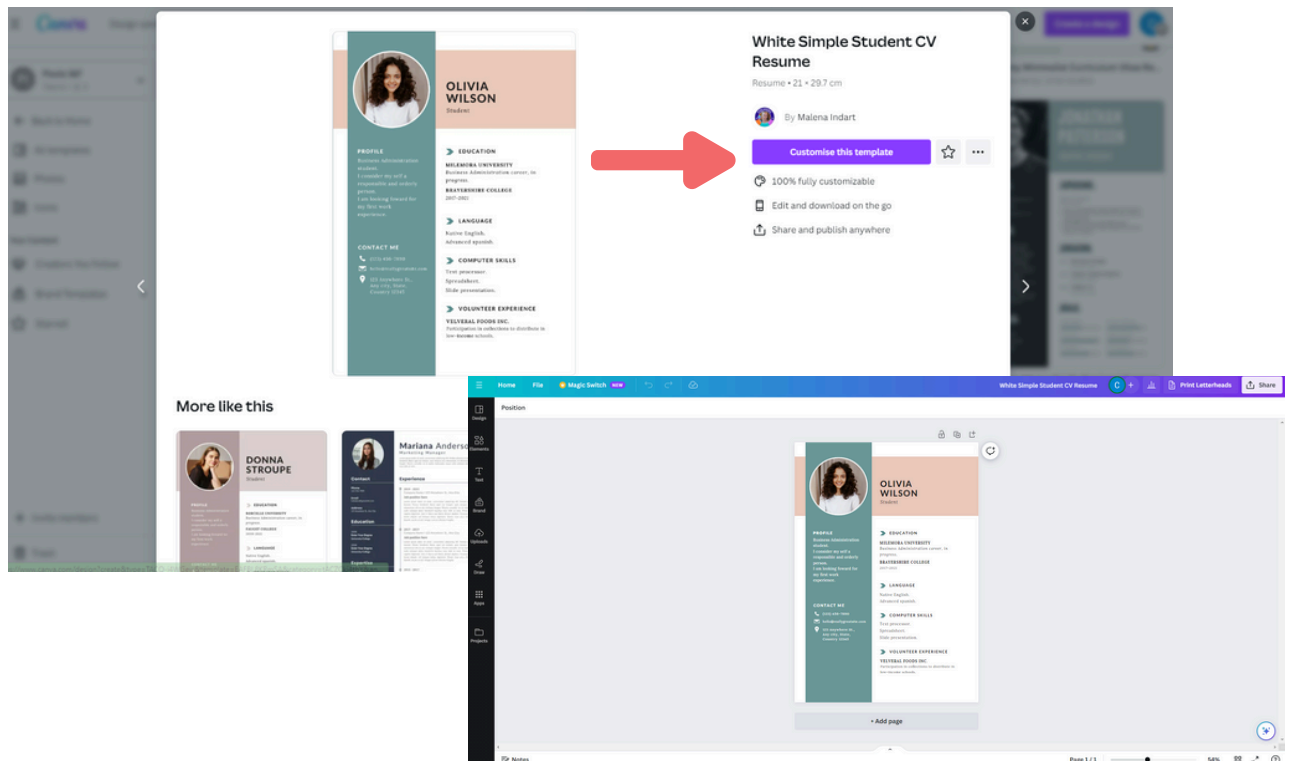
Additionally, in the search engine we can enter what template we are looking for. For example we put: resume, and press the enter button on our keyboard



# 1. CANVA



Now, we choose what **type of template** we want to use and click customize template.

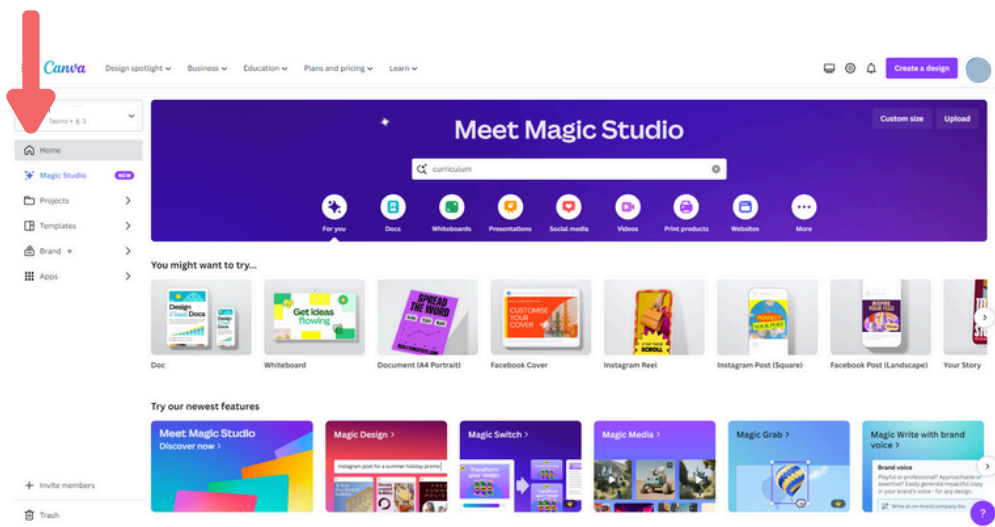


And we edit it to our liking.

# 1. CANVA

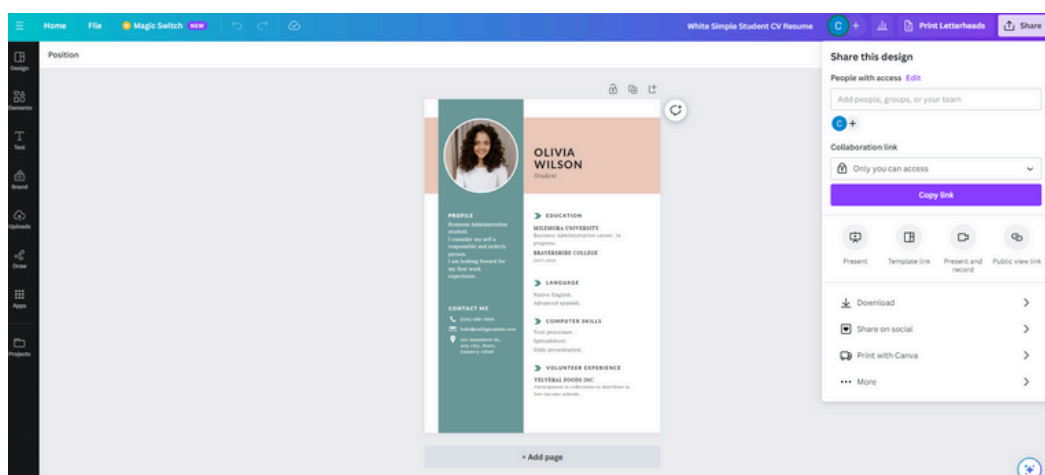
On the right we find a **menu**.

- Home: is the main page
- Projects: you can find all the jobs you have done
- Templates: different templates appear
- My brand: Be careful, it's a Premium feature
- App: You can make different documents for applications, such as creating QR codes.



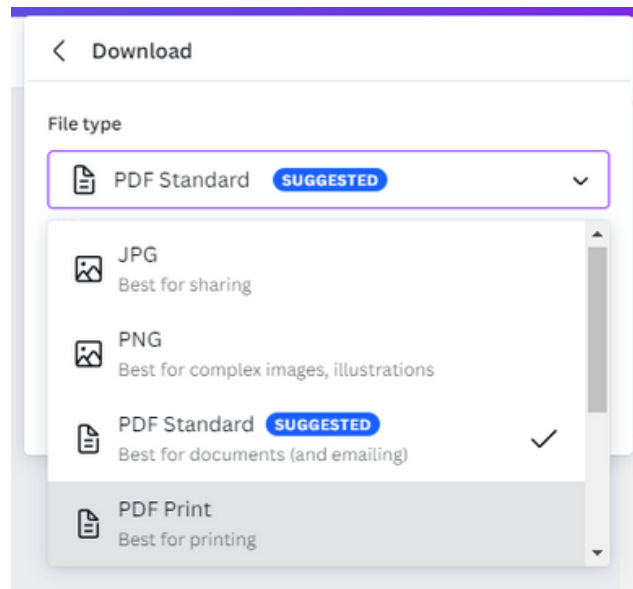
## To save our jobs:

Click on the top right where it says share.



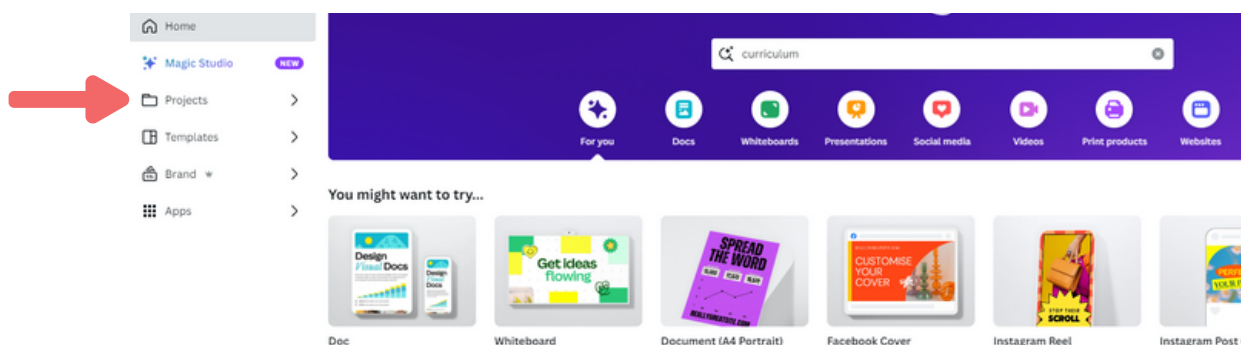
# 1. CANVA

We press the **download** button and choose the type of format we want.



This file will be saved in the downloads folder on our computer and automatically in Canva.

In Canva we can find it in the menu that we explained previously in the **"projects" section**.





**MODULE 8**

**FINAL  
RECOMMENDATIONS**





## 1. FINAL RECOMMENDATIONS

The **Internet is something that has offered us many opportunities**, such as searching for information of all kinds, being able to talk to people from a long distance or having fun in many ways.



But it also has its **dangers**, and can bring us very serious problems.

One of the most striking aspects of the internet are **SOCIAL NETWORKS**.

Some **recommendations for its proper use** are:





# 1. FINAL RECOMMENDATIONS

- **DO NOT POST INTIMATE OR PRIVATE IMAGES**

It happens when we post photos or videos with little clothing or publish everything we do at all times. If it's something not everyone can see, don't share!

We can get into legal trouble if we share other people's photos without their permission, download illegal things, etc.

If it's something not everyone can see, don't share!

- **BE CAREFUL WITH WHAT YOU WRITE**

Don't argue, criticize or make bad jokes. What you write stays there.

- **DO NOT ACCEPT STRANGERS ON YOUR SOCIAL NETWORKS**

Do not confuse social networks with real friends, you do not know what that person is like, what their intention is, who will be able to see your photos or videos through that person, etc.

- **DO NOT PUT PRIVATE PERSONAL DATA**

Do not write or show where you live, phone numbers, ID or cards of yourself or others. It is also not advisable to say when you are alone at home, or you are going on vacation and your house is empty.

- **USE A "PRIVATE PROFILE"**

All networks have systems to set your "Private Profile" so that only your friends can see your posts. This way you can prevent people with bad intentions from seeing you.



# 1. FINAL RECOMMENDATIONS

- **DON'T BELIEVE EVERYTHING YOU SEE**

There are many fake news that can make us feel afraid. Many famous people who publish.

Don't trust everything you read.

There are many people with fake accounts, unrealistic contests that ask you for personal information, applications that promise to tell you interesting information in exchange for your username and password, etc.

- **IF YOU HAVE QUESTIONS, ASK SOMEONE YOU TRUST**

On the internet and on social networks, there can be many situations that make us doubt if we are doing something right. If you find yourself in that situation, ask a family member.

- **THE TIME YOU DEDICATE**

Sometimes we spend too much time on social networks and put aside other plans with friends and family.

Social networks can cause addiction.

- **THINK BEFORE YOU PUBLISH**

We must think about what we do and that many people can see it, always think first.

If you're worried about someone seeing what you've posted, that's not something we should post!



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