

Digital skills Microsoft Office Toolkit

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Project introduction

Skills4Mums project is intended to provide a multidimensional support to unemployed mothers to re-enter the job market as women unemployment in Greece is among the highest in Europe. The goal is achieved by facilitating mothers to develop job search skills as well as the essential digital and language skills to succeed in obtaining and maintaining a job position. The added value of the program will be that the outcomes could reform social policy on inclusion.

Implementation - Back to the Labour market: cv writing, building LinkedIn profile, job interview tips as well as specialised training on online job search strategies and tools - Digital Skills: enhance basic digital skills in unemployed women in order to improve the probabilities for them to enter the workforce - Languages: Instruction of English language in Basic, advanced and Corporate Level - Web-portal: It will serve as an online open access guide sharing of the learning material & exercises for all.

Results-A set of intended outcomes will be produced, generating social, practical, and financial impacts:

Practical : Web portal that will include all relevant material always available to beneficiaries

Social : Unemployed women after maternity will be supported to re-enter workforce and develop an array of skills which will promote gender equality in the Labour market.

Financial : Financial independence-autonomy promoting family wellbeing.

Project partnership

Rise Club-Greece

Rise Club is a non-profit company and a network for the support of unemployed mothers in Greece, which a. provides the possibility to return to the workforce, b. It promotes emotional health and c. helps them to find balance between family and professional life. Rise Club aims at their empowerment and seeks economic autonomy with the aim of the well-being of the family and as a consequence of society.

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Rise Club



Website: [Rise Club \(rise-club.org\)](http://rise-club.org)

B- Creative Association-Sweden

B-Creative is an association that are developing courses, event, workshops in different topics such as language learning, virtual travelling, education concepts and cultural concepts. B-Creative have a large network in Sweden and in Europe with NGOs, education organisations and associations. The staff in B- Creative have experience of European projects, development of education material, marketing, networking and focus on the individual are central values for us

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Learnmera Oy-Finland

Learnmera Oy is a private adult education provider and translation company, focused mainly on corporate clients in the greater Helsinki area providing private executive business language lessons. Courses are offered in the major Nordic and European languages, but also beginner's courses in English, Finnish, Swedish, French, German and Russian are offered. Learnmera Oy has considerable in-house experience in educational resource, website creation and mobile application content building. Their website (TLM) has a member base of around 31,000 teachers worldwide. It is this technical and creative expertise that Learnmera can bring to a project

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Toolkit Introduction

This toolbox - idea bank will contain various activities that can be used to learn the basics of using a computer and its various programs.

The activities will be developed by all three partners and will be in English and translated into the languages of the project partners.

Activity 2

| | |
|---------------------------------|--|
| Activity Title | Learn the basics of Excel |
| Duration of Activity | 60 minutes |
| Aim of activity | The goal of this activity is to give an insight into how excel works, the participants will learn the basics of the subject and can then deepen their knowledge in Excel. |
| Materials Required for Activity | Laptop or Desktop |
| Step-by-step instructions | <p>Step 1</p> <p>You create a simple worksheet by entering your data in the cells (boxes) of the spreadsheet. If you have two types of data: enter one type in one column (for example, costs) then the other (for example, month of the year) along with it in a new column</p> <p>Step 2</p> <p>You can also create automatic calculations or macros. To do this, start with the equal sign (=), and then your calculation. For example: "= B2 + B3". The program then does the calculation for you and displays the answer in that cell</p> <p>Step 3</p> <p>After entering all the information in the spreadsheet, select all the cells you used for this and click "Insert" in the toolbar.</p> <p>Step 4</p> |

Then you just click on "table" or "pivot table", then you are done.

Step 5

To create headers for your table, you just must click on the cell before and click OK. When your table is ready, you can also change the style. This means that you can change the color of columns or rows, put information in bold, etcetera

Step 6

To do this, go to the "design" tab to change the table style. You can choose any style you like.

Step 7

When your table is ready, you can copy and paste it on another page or save it as a PDF or Excel document.

Videos and Links

https://www.youtube.com/watch?v=NzwQ_BbD2G4

Workbook

<https://support.microsoft.com/en-us/office/create-a-new-workbook-aeg9f19b-cecb-4aao-92c8-7126d6212a83>

Rows and Columns

<https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246>

Cells

<https://support.microsoft.com/en-us/office/move-or-copy-cells-and-cell-contents-803d65eb-6a3e-4534-8c6f-ff12d1c4139e>

Number Formats

<https://support.microsoft.com/en-us/office/available-number-formats-in-excel-0afe8f52-97db-41f1-b972-4b46e9f1e8d2>

Formulas

<https://support.microsoft.com/en-us/office/overview-of-formulas-in-excel-ecfdc708-9162-49e8-b993-c311f47ca173>

Create and Format Tables

<https://support.microsoft.com/en-us/office/create-and-format-tables-e81aa349-b006-4f8a-9806-5af9dfoac664>

Charts



<https://support.microsoft.com/en-us/office/create-a-chart-from-start-to-finish-obaf399e-dd61-4e18-8a73-b3fd5d5680c2>

Sharing your Workbook with Others

<https://support.microsoft.com/en-us/office/share-your-excel-workbook-with-others-8d8a52bb-03c3-4933-ab6c-330aabbf1e589>

References

[Nybörjare på Excel? Här är grunderna som du behöver \(superprof.se\)](#)



**Job Skills for
Mothers**