

Digital skills Microsoft Office Toolkit

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Content

Project introduction	2
Project partnership	2
Toolkit introduction	4
Aktivität 4	4
References	10

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 wich 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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Learnmera Oy



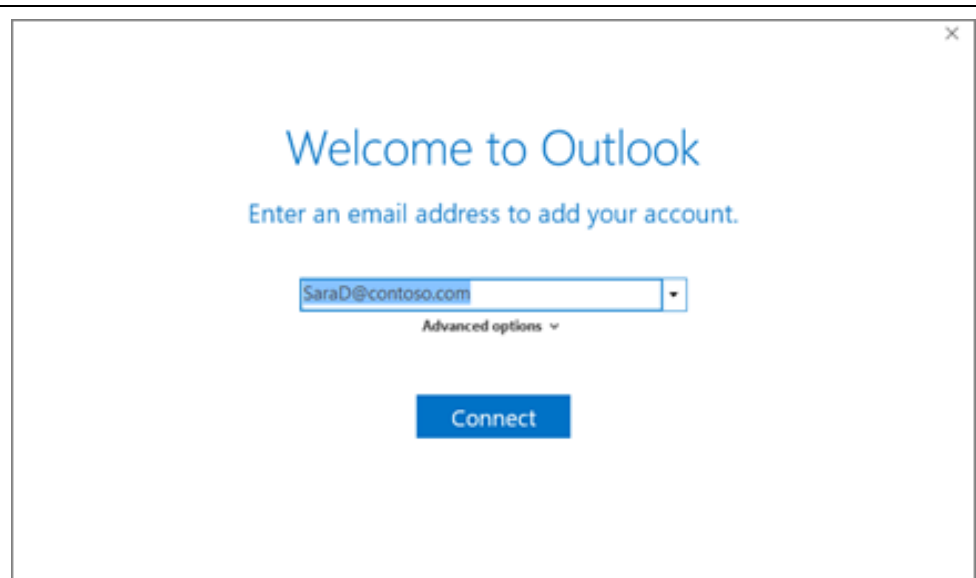
Website: <https://learnmera.com/>

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 4

Activity Title	Learn the basics of Outlook
Duration of Activity	60 min
Aim of activity	The goal of this activity is to provide an insight into how to get started with Outlook and participants will learn the basics of the topic and can then deepen their knowledge in Outlook.
Materials Required for Activity	Laptop or Desktop
Step-by-step instructions	<p>Step 1</p> <p>With Office on a PC, Mac, or mobile device, you can do the following:</p> <ol style="list-style-type: none">1. Organize your email to focus on important messages.2. Manage the calendar to schedule meetings and appointments.3. Share files from the cloud so everyone always has the latest version.4. Stay connected and be productive wherever you are. <p>What is Outlook? (microsoft.com)</p> <p>Step 2</p> <p>Add a new email account in Outlook</p>



Add an email account

1. Open Outlook and select **File**> **Add Account**.

If you have not opened Outlook before, you will see a welcome screen.

2. Enter your email address and select **Connect**.

If your screen looks different, enter your name, email address, and password, and select **Next**.

1. If prompted, enter your password, and select **OK**.
2. Select **Finish**.

https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-egda47c4-9b89-4b49-b945-a204aeea6726?wt.mc_id=otc_outlook

Step 3

Outlook layout overview

1. The folders are available in the Folder window. Some folders already have content. You can also create new ones.
2. The inbox is in the message list.
3. Email messages open in the reading pane.
4. The ribbon provides more options for organizing email messages. Select the arrow on the far right to show or hide the ribbon.

Change the look of your calendar

Select **View**.

From here you can:

1. Change the size of the folder pane
2. Move the reading pane
3. Turn the To-Do bar on or off.

Adjust the zoom bar in the lower right corner to adjust the size of the email text.

See more email options

1. Right-click the folders in the folder window to see common actions in your organization.
2. Right-click an email message in the message list to see more options for messages.
3. Right-click the reading pane for additional email commands, such as translation.

Training and help

1. Select the **Help** tab to contact customer support or view training videos.
2. Use **Search** to find other commands or search through your email, contacts, and calendar.

https://support.microsoft.com/en-us/office/welcome-to-your-email-c6c261e3-d50a-43a6-816f-35fe1e53acc6?wt.mc_id=otc_outlook

Step 4

Microsoft 365 subscribers can set up automatic replies for when you are out of the office or cannot reply to email.

Select **File > Automatic Replies**.

NB! If you don't see **the Automatic Replies** button , follow the instructions for [using rules for replying to messages](#).

1. Select **Send automatic replies**.
2. If you do not want the messages to go out immediately, select **Send only during this time interval**.
3. Select the date and time for which you want to set the automatic reply.
4. Type a message. You can format the text by using the toolbar or cut and paste text that you have formatted, including hyperlinked text.
5. Press **OK**.

Announcements:

1. To set up automatic replies for contacts outside your company, select **Outside your organization > Send automatic replies to people outside your organization**, type a message, and then tap **OK**.

2. **The OK button** may be missing due to some screen solutions and scaling settings. You can solve the problem by adjusting the screen resolution and scaling settings or using a large monitor.


https://support.microsoft.com/en-us/office/set-up-auto-reply-out-of-office-ccoe48of-973e-4412-a27b-8a52108d6d51?wt.mc_id=otc_outlook

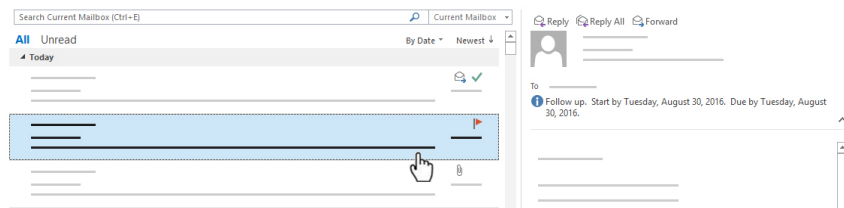
Step 5

Message flagging

In Outlook, you can add a flag, set a reminder for flagged email, and assign a color category to an email to organize your inbox.

Assign a follow-up flag

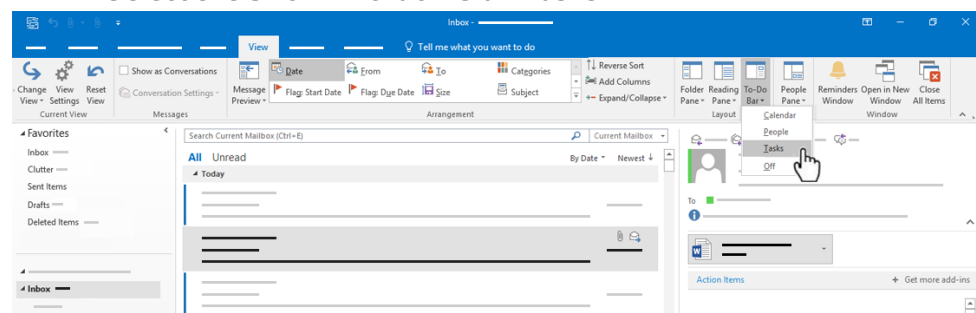
1. Select the email.
 1. Select. The flag turns red, and a  **follow-up** message appears in the header of the email.



NB! Tracking flags are used only for items with which you can interact.

View all follow-up flags

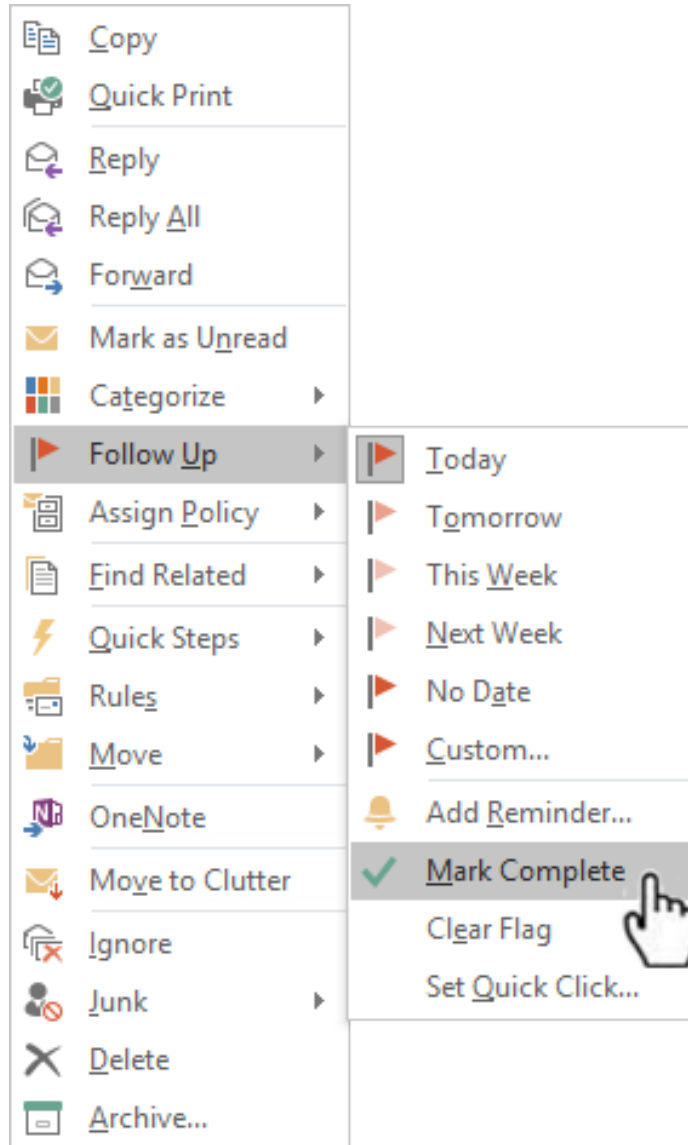
1. Select the **Show >To-do field >Tasks**.



2. **The to-do bar** opens and displays all the flags.

Delete a follow-up flag

1. Right-click the email.
 2. Select **Follow-up > Mark as completed**.



The follow-up flag changes to a green check mark and is removed from the To-Do Bar.

Create a reminder

1. Select the email message where you want to create the reminder.
2. Click **Start > Follow Up > Add Reminder**.
3. In the **Custom** box for **Flag**, select **Follow-up** or type a description.
4. Check the **Reminder** box, enter the date and time, and then select **OK**.

An alarm icon  appears on the message.

5. To change the time for the reminder, select **Follow Up, add reminder**, edit the time, and then select **OK**.

https://support.microsoft.com/en-us/office/set-categories-flags-reminders-or-colors-a894348d-b308-4185-840f-aff63063d076?wt.mc_id=otc_outlook

Step 6

Keep track of everyone you are communicating with by creating and editing contacts in Outlook. After saving someone as a contact, you can type in the first few letters of the name of an email, and then let Outlook fill in the rest.

Add a contact from an email message

1. Right-click a name in the **To, Copy, Forward, or From** row.
2. Select **Add to Outlook Contacts**.
3. Add additional details if you want.
4. Select **Save and close**.

Add a brand-new contact

Select **Contacts** > **New Contact**.

1. Add additional details if you want.
2. Select **Save and close**.

https://support.microsoft.com/en-us/office/add-a-contact-in-outlook-1ef8f35b-04be-4bdo-acgc-6d6a146887ce?wt.mc_id=otc_outlook

Step 7

Calendar view

Learn how to switch the Outlook calendar view between day, week, or month views, change the week displayed, and see different shared calendars.

Adjust the calendar view

There are different views to choose from:

1. **Month** – View the entire month.
2. **Week** – show the week from Sunday to Saturday.
3. **Work week** – show the week from Monday to Friday.
4. **Day** – View the current day.

Change the displayed week

1. To change which week appears on the calendar, select only one week in the monthly calendar. Days in bold indicates a scheduled event.

See different calendars

1. If you want to see different calendars side by side, you can select and open one under **My Calendars**.
2. With different calendars open, click the arrow on each calendar to put them on top of each other and see when all of them are available.
3. Select **Today** to go back to the current day.

Quick access to the calendar

1. Hover over **Calendar** from anywhere in Outlook to see a quick overview of your calendar and scheduled events for the day.

	https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf?wt.mc_id=otc_outlook
Videos	https://www.youtube.com/watch?v=WfSCfBntqPU

References

[What is Outlook? \(microsoft.com\)](https://support.microsoft.com/en-us/office/what-is-outlook-6898963d-4b49-b945-a204aeea6726?wt.mc_id=otc_outlook)

https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-e9da47c4-9b89-4b49-b945-a204aeea6726?wt.mc_id=otc_outlook

https://support.microsoft.com/en-us/office/welcome-to-your-email-c6c261e3-d50a-43a6-816f-35fe1e53acc6?wt.mc_id=otc_outlook

https://support.microsoft.com/en-us/office/set-up-auto-reply-out-of-office-ccoe48of-973e-4412-a27b-8a52108d6d51?wt.mc_id=otc_outlook

https://support.microsoft.com/en-us/office/set-categories-flags-reminders-or-colors-a894348d-b308-4185-840f-aff63063do76?wt.mc_id=otc_outlook

https://support.microsoft.com/en-us/office/add-a-contact-in-outlook-1ef8f35b-04be-4bdo-ac9c-6d6a146887ce?wt.mc_id=otc_outlook

https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf?wt.mc_id=otc_outlook



**Job Skills for
Mothers**