

# 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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B-Creative Association



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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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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 3

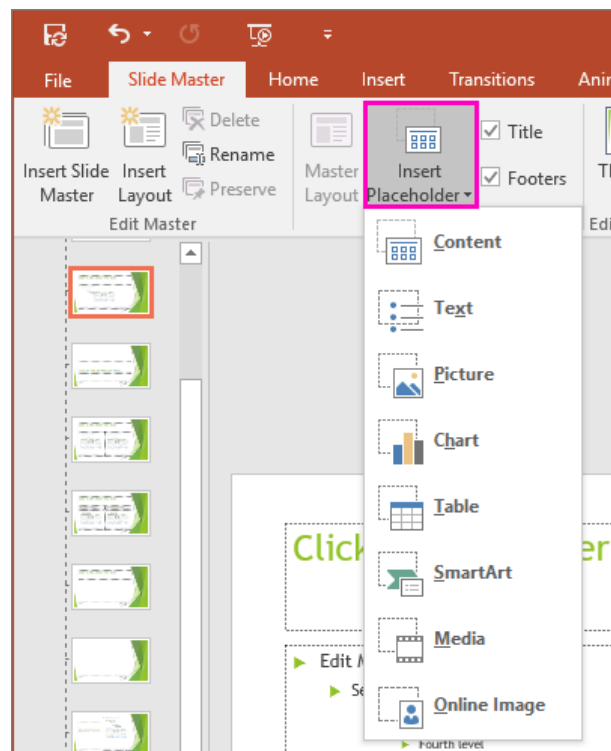
Activity Title	Beginner at Power Point
Duration of Activity	60 min
Aim of activity	The goal is to learn the basics of Power Point presentation in a simple and way. By following the instructions in the activity, the participant gets a clever idea of how Power Point works and will benefit from this in the future.
Materials Required for Activity	Laptop or Desktop
Step-by-step instructions	<p><b>Step 1</b> How do you make a stylish PowerPoint? <u>7 tips for the PowerPoint presentation</u></p> <ol style="list-style-type: none"> <li>1. Be prepared and have a clear message! ...</li> <li>2. Use the right colors for a contrasting presentation. ...</li> <li>3. Write big. ...</li> <li>4. Write clean. ...</li> <li>5. Use few words and lines, and no more than one main thesis per slide. ...</li> <li>6. Let graphics and drawings support your message. ...</li> <li>7. Use landscape or portrait images — not both.</li> </ol> <p><b>Step 2</b> <b>Create a PowerPoint template</b></p> <ol style="list-style-type: none"> <li>1. Open a blank presentation: <b>File &gt; New &gt; Blank Presentation</b></li> <li>2. On the <b>Design</b> tab, select <b>Slide Size &gt; Custom Slide Size</b> and choose the page orientation and dimensions you want.</li> <li>3. On the <b>View</b> tab, in the <b>Master Views</b> group, choose <b>Slide Master</b>.</li> </ol>



The slide master is the largest slide image at the top of the slide thumbnail list, to the left of your slides. Associated slide layouts are positioned beneath the slide master.

To add a placeholder (to hold text, a picture, chart, video, sound, and other objects), in the thumbnail pane, select the slide layout that you want to hold the placeholder, and do the following:

1. On the Slide Master Layout group, in the Slide Master Layout group, click Insert Placeholder, and then click Text.
2. Click a location on the slide master, and then drag to draw the placeholder. ...
3. Provide descriptive text that prompts template users for specific information.



<https://support.microsoft.com/en-us/office/create-and-save-a-powerpoint-template-ee4429ad-2a74-4100-82f7-50f8169c8aca>

## Step

3

### How to make a presentation?

#### Tips for designing the best PowerPoint presentation

1. Keep the PowerPoint presentation simple. It is your message that should get through, not how cool slides you can show off.
2. Have a good balance between text and images. Feel free to combine image and text on the same pages.
3. Use relevant images.
4. Use a maximum of 6 points per page.

## Step 4

### Create a custom slide show

1. Open the presentation that you want to use to create a custom slide show.
2. Go to **Slide Show > Custom Slide Show**, and then select **Custom Shows**.
3. In the **Custom Shows** dialog box, select **New**.

**Tip:** To preview a custom show, click the name of the show in the **Custom Shows** dialog box, and then click **Show**.

4. Under **Slides in presentation**, choose the slides that you want to include in the custom show, and then select **Add**.
5. To change the order in which slides appear, under **Slides in custom show**, select a slide, and then click one of the arrows to move the slide up or down in the list.
6. Type a name in the **Slide show name** box, and then click **OK**.

<https://support.microsoft.com/en-us/office/create-and-present-a-custom-show-09d4d340-3c47-4125-b177-0de3be462c5d>

## Step 5

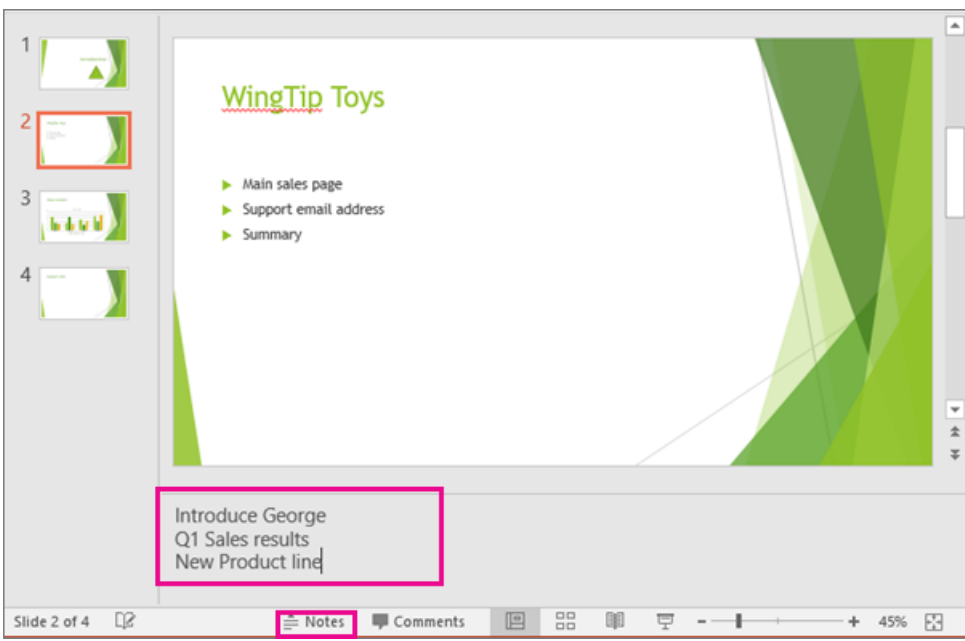
### Add speaker notes

Images work best when you do not cram too much information (especially too much text) onto them.

Keep the text to a minimum and put the extra stuff in the supporting notes section, out of sight of your audience. Then see your notes while you hold the presentation.

1. Open the notes window by clicking **NOTES** at the bottom of the window.
2. Click in the notes window below the slide and write your notes.



	 <p>Video: <b>Create speaker notes (microsoft.com)</b>  <a href="https://support.microsoft.com/en-us/office/add-speaker-notes-to-your-slides-26985155-35f5-45ba-812b-e1bd3c48928e">https://support.microsoft.com/en-us/office/add-speaker-notes-to-your-slides-26985155-35f5-45ba-812b-e1bd3c48928e</a></p> <p><b>Step 6</b>  <b>Select text and change fonts</b>          Highlight your text          The typical method of highlighting text with color is not available in PowerPoint 2013. However, there is another good way to accomplish this using the Glow text effect.</p> <ol style="list-style-type: none"> <li>1. Select the text on the slide.</li> <li>2. Under DRAWING TOOLS, click the FORMAT tab.</li> <li>3. Click Text Effects &gt; glow and select a glow variation.</li> <li>4. To increase the glow, click Text Effects &gt; Glow &gt; Glow Options, and then increase the number in the Size pane of the Format Shape pane on the right.</li> </ol> <p>Video: Highlight text and change fonts (microsoft.com)  <a href="https://support.microsoft.com/en-us/office/format-objects-or-text-with-glow-or-soft-edges-2b5fda49-2c5b-4046-86f3-414b6b48f2e2">https://support.microsoft.com/en-us/office/format-objects-or-text-with-glow-or-soft-edges-2b5fda49-2c5b-4046-86f3-414b6b48f2e2</a></p>
Videos	<p><a href="#">Microsoft PowerPoint Tutorial - Beginners Level 1 - Bing video</a></p>

## References

[Hur gör man en mall i PowerPoint? - Sök på Google](#)

[Video: Använda och ändra ett tema \(microsoft.com\)](#)



# Job Skills for Mothers

