

Digital skills Microsoft Office Toolkit

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project no: 2021-2-E101-KA210-ADU-000049774

Content

Project introduction	3
Project partnership	3
Toolkit introduction	5
Activity 1	5
References	12

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.

Contact: Ifigeneia Karanasiou

E-mail: ifigeneiakaranasiou@gmail.com

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

Contact: Rohdin, Ingmarie

E-mail: ingmarierohdin@b-creative.link

B-Creative Association



Website: <https://b-creative.link/>

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

Contact: Veronica Gelfgren

E-mail: veronica.gelfgren@gmail.com

Learnmera Oy




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

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 1

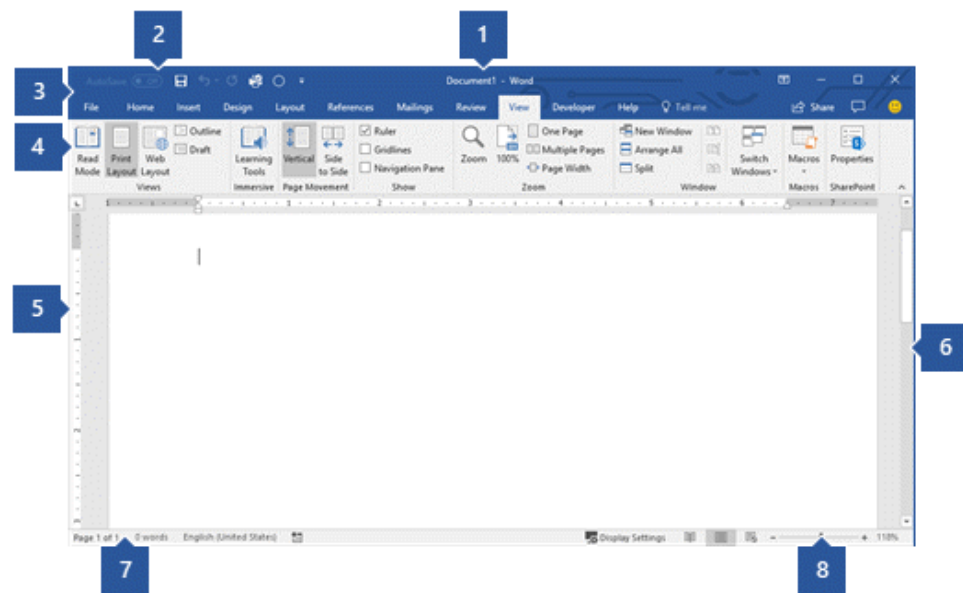
Activity Title	Beginner in Word
Duration of Activity	60 min
Aim of activity	The goal is to learn the basics of Word in a simple and fun way. By following the instructions in the activity, the participant gets a clever idea of how Word works and will benefit from this in the future.
Materials Required for Activity	Laptop or Desktop
Step-by-step instructions	<p>Step 1 Start and quit Word</p> <ol style="list-style-type: none"> 1. Click Start or press Windows on your keyboard to bring up the  Start menu. 2. Locate Word in the list of programs and click on it. The Start screen appears and Word starts.

Tip: The first time you start Word, you may see the Microsoft Software License Agreement.

Exit Word by clicking the x  in the upper-right corner of the screen.

If you have made any changes since you last saved the document, you will see a message box asking if you want to save the changes. Save your changes by clicking Yes. To exit without saving your changes, click No. If you accidentally clicked the x button, click Cancel.

Step 2 A tour of the Word UI



1 Title bar: Displays the file name of the document being edited and the name of the software that you are using. It also includes the default Minimize, Reset, and Close buttons.

2 Quick Access Toolbar: Frequently used commands, such as Save, Undo, and Redo, can be found here. At the end of the Quick Access Toolbar, there is a drop-down menu where you can add other common or common commands.

3 File tab: Click this button to find commands that work on the document itself instead of the contents of the document, such as New, Open, Save As, Print, and Close.

4 Ribbon: The commands you need for your work can be found here. The appearance of the ribbon changes depending on the size of the monitor. Word compresses the ribbon by changing the order of the controls to fit smaller monitors.

5 Editing Window: Displays the contents of the document you are editing.

6 Scroll bar: This feature allows you to change the display position of the document you are editing.

7 Status Bar: Displays information about the document you are editing.

8 Zoom image control: This control lets you change the zoom settings in the document you are editing.

Step 3

Save and open a document

In Word, you need to save the document so that you can exit the program without losing your work. When you save the document, it is stored as a file on your computer or in a network location. Later, you can open the file, modify it, and print it.

To save a document:

1. Click **Button** Save to the Quick Access Toolbar. Window **Save As** appears.
2. Select a location where you want to save the document, and in the File name box, enter a file name. Enter a new file name to change the file name.
3. Click **Save**.

You can open a Word document to continue work. To open a document:

1. Open File Explorer and click **Documents**. A list of documents appears.
2. If the document you want to work with is listed, click the file name to open the document. If the document is not listed, navigate to the location where you saved the file and double-click the file. The Word start screen appears, and then the document appears.

Tip: You can also open a document from Word by clicking **the File tab**, and then clicking **Open**. To open a document that you recently saved, click **Recent**.

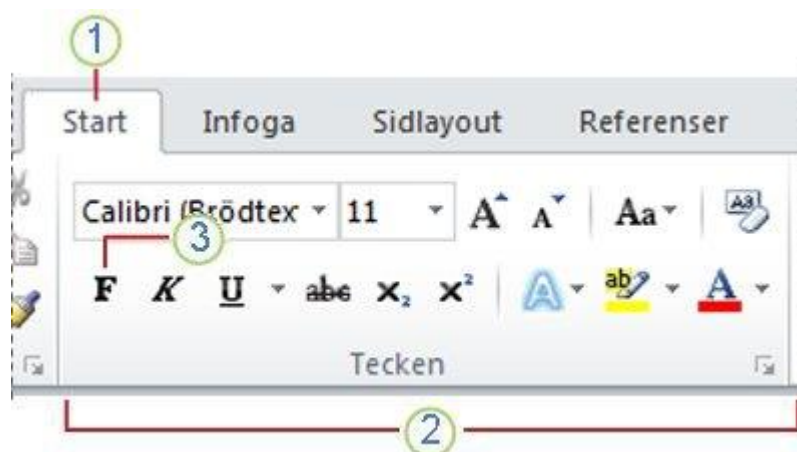
Step 4

Edit and format text

Before you edit or format text, you must first select the text. Follow the instructions below to highlight text.











1. Place the person doing this at the beginning of the text you want to edit or format, and then press the left mouse button.
2. Hold down the left mouse button and move it to the right (called "dragging") to highlight the text. A background color is added to the location of the selected text to specify the selection area.

To find most of the text formatting tools, **click** the home tab, and then select an option **in the Characters group**.



- 1 This is **the home tab**.
- 2 This is the sign slices **group** on **the home tab**.
- 3 This is the Bold button. The table below lists the names and functions of all buttons in **the Character group**.

Button	Name	Function
	Font	Changes the font.
	Font size	Resizes the text.
	Extend fonts	Increases text size.
	Reduce fonts	Reduces text size.
	Change case	Change all selected text to uppercase, lowercase, or other common uppercase letters.

	Button image	Removes all formatting for the selected text, leaving only plain text.
	Fat	Make selected text bold.
	Kursiv	Italicizes the selected text.
	Underline	Draws a line below the selected text. Click the drop-down arrow to select the type of underline.
	Strikethrough	Draws a line through the center of the selected text.
	Subscript text	Creates subscript character.
	Superscript text	Creates superscript characters.
	Text effects	Apply a visual effect to selected text, such as shadow, glow, or reflection.
	Highlight color for text	Make the text look as it is marked with a highlighter.
	Font color	Changes the text color.

Ste 5
Apply styles

Styles let you quickly format main elements of your document, such as headings, headings, and subtitles. Follow these steps to apply styles to the text in your document.

1. Select the text that you want to change.
2. On the **Home** tab, in the Styles group, **pause** the pointer over a style to see a preview directly in the document. To see the full list of styles, click **the More arrow** to open **the Styles window**.
3. If you want to use the style that works best for the text, just click on it.
4. After you apply styles to the individual elements, you can use a style set to change the appearance of the entire document at once.

On the Design tab, in the Document Formatting group, in the Document Formatting group, select one of the predefined **style sets, such as Basic or Informal**. Position the pointer over a style set to see a preview directly in the document. To see more predefined style sets, click the down arrow on the right side of the **Document Formatting group**.

To use the style set that best suit your text, just click it.

Step 6

Change the line spacing in a document

With Word, you can easily change the spacing between lines and paragraphs in your document.

1. On the Design tab, **click Paragraph Spacing** to display a drop-down list of paragraph spacing options. Position the pointer over a paragraph spacing style to see a preview directly in the document.
2. When you find the look you want, click on it.

Tip: To set a custom paragraph spacing, choose **Custom Paragraph Spacing**.

Step 7

Preview and print

It is easy to preview what your document's layout will look like when printed without you having to print it.

1. Click the **File tab**.
2. **Click Print** to preview the document.

	<ol style="list-style-type: none">3. Review Settings to see if there are any properties you might want to change.4. When the printer and document properties appear the way you want them, click Print.
Videos	<u>Beginner's Guide to Microsoft Word - YouTube</u>

References

<https://support.microsoft.com/sv-se/office/word-f%C3%B6r-f%C3%B6r-nyb%C3%B6rjare-caceofd8-eed9-4aa2-b3c6-07d39895886c>



**Job Skills for
Mothers**