INCLUDE-CE

circular economy to infinity

INCLUDE-CE

Inclusion and Digital empowerment through circular economy

Module 1

Introduction to circular economy and understanding device value

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number 2022-2-MT01-KA220-YOU-000097092

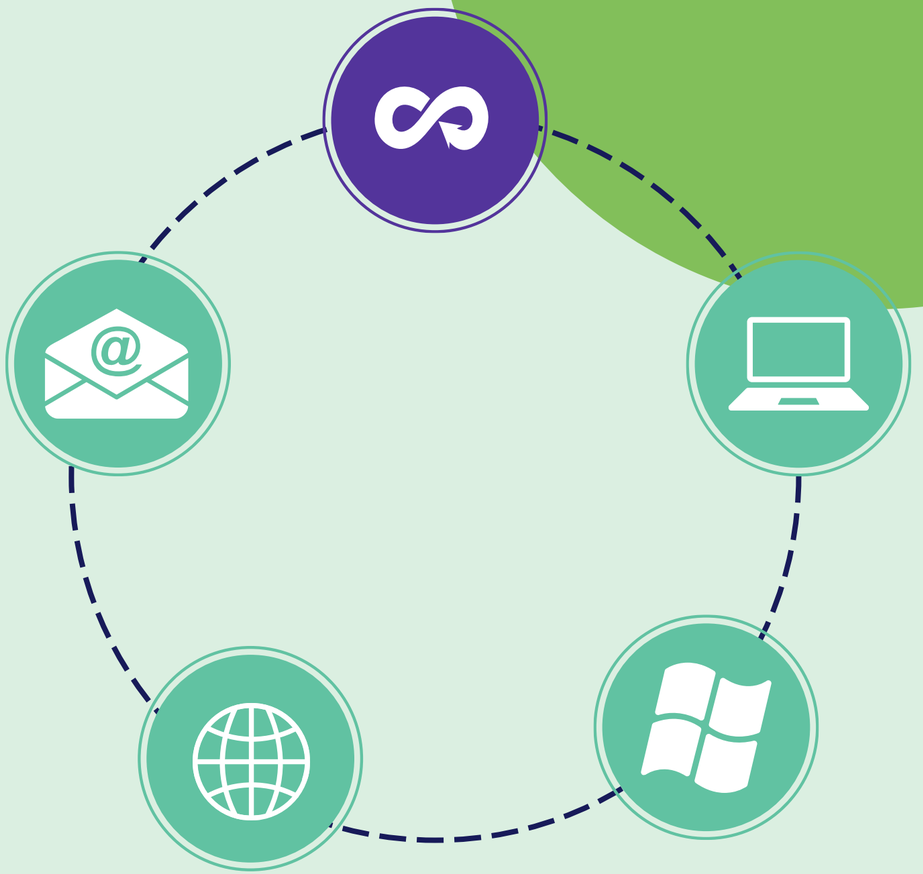
INCLUDE -CE

circular economy to infinity

How does this course work?

This course encompasses a set of 5 modules, and it is designed to engage you in the topics, issues and activities that can help you acquire or improve your circular economy and basic digital skills on the use of computer devices.

It is a modular course, which means that you can pick up at where you feel you need training. Right now, you are at **Module 1 - Introduction to circular economy and understanding device value**.



Co-funded by the European Union

Welcome to Module 1

INCLUDE -CE

circular economy to infinity

01. In this module, you will learn about circular economy, a smart way to use resources and reduce waste.

02. You will delve into the environmental impact of electronics and how to extend the life of your devices.

03. You will discover the 3Rs of the circular economy: reduce, reuse, recycle, and their importance for a sustainable future.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

1

Explain the basic principles of the circular economy and its connection to resource conservation.

2

Identify the environmental impact of electronic devices.

3

Describe the importance of extending the lifespan of electronic devices.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

INCLUDE -CE

circular economy to infinity

4

Explain the concept and significance of the 3Rs (Reduce, Reuse, Recycle) in the circular economy.

5

Identify opportunities to reduce personal electronic waste in daily activities.

6

Consider the environmental impact when making choices about electronic devices.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learning contents

Theoretical and/or factual knowledge to help you get acquainted with circular economy and understanding device value

Co-funded by the European Union

Keeping updated

Link 1. Do you know what a circular economy is?

Link 2. Repair, re-use and recycle!

Link 3. It's time for a circular economy!

Link 4. The EU and the circular economy

Circular economy principles

INCLUDE -CE

circular economy to infinity

Circular economy embodies a paradigm shift from the traditional linear model. Unlike the 'take-make-dispose' approach, it aims to reduce waste and keep resources in constant loops.

Circular economy prioritises extending product lifespans through repair, refurbishment, and recycling, thereby minimising environmental impact associated with extracting virgin resources and maximising resource value.

By prioritising these principles, the circular economy aims to create a more sustainable future where resources are used wisely, and waste is minimised.

Co-funded by the European Union

Keeping updated

Link 1. Story of stuff

Link 2. Why the circular economy matters

Link 3. Conserving Earth

Link 4. The World counts - resource depletion

Resource conservation

INCLUDE -CE

circular economy to infinity

Earth's resources aren't endless! The circular economy combats this by using them wisely. Minimising waste and extending product life are key.

Imagine a world where our smartphones are designed to be easily upgraded instead of replaced entirely. By prioritising repair and reuse, we can significantly reduce the demand for virgin resources like rare metals, often mined with environmental harm.

The circular economy promotes using recycled materials, further reducing our reliance on resource extraction. By keeping resources in use longer, we contribute to a more sustainable future.

Co-funded by the European Union

Keeping updated

Link 1. Circulate products and materials

Link 2. Eight ways to reduce waste in your daily life

Link 3. Electronic Products Environmental Assessment Tool

Waste reduction strategies

INCLUDE -CE
circular economy to infinity

The circular economy prioritises minimising waste generation from the start. This means adopting a 3Rs – reduce, reuse, recycle – mentality in our daily lives.

We can reduce waste by avoiding unnecessary purchases, especially electronics with short lifespans. Look for products with durable designs and consider buying refurbished devices when possible.

Before discarding an electronic item, explore reuse options. Can it be repaired or donated? Finally, recycling is a last resort, but crucial for materials that can't be easily reused.

Co-funded by the European Union

Keeping updated

Link 1. How electronic waste is recycled

Link 2. The Impact of e-waste on our environment

Link 3. The true cost of a smartphone

Link 4. E-waste management

Link 5. The repair association

Environmental impact of electronics

INCLUDE -CE
circular economy to infinity

Our electronics come with a hidden environmental cost throughout their life cycle. Manufacturing processes require resource extraction and use energy, often from fossil fuels.

This can pollute air, water, and land. Additionally, some electronics contain harmful materials like mercury and lead, which can leak if not disposed of properly, harming ecosystems and human health.

By understanding this life cycle impact, you can make informed choices to reduce our electronic footprint.

Co-funded by the European Union

Keeping updated

Link 1. By the numbers: impact of e-waste

Link 2. E-waste World Health Organisation (WHO) overview

Link 3. Alarming Global E-waste Statistics

Link 4. Future e-waste scenarios

E-waste and its harm

INCLUDE -CE
circular economy to infinity

Electronic waste, or e-waste, is the fastest-growing waste stream globally. This rapid growth is due to factors like shorter lifespans of electronics and our tendency to upgrade frequently.

Improper e-waste disposal poses significant environmental risks. Toxic chemicals from these devices can leak into landfills, contaminating soil and water.

Additionally, informal recycling practices in some developing countries can expose workers to hazardous materials, harming their health. Understanding the growing problem of e-waste is crucial to finding sustainable solutions..

Co-funded by the European Union

Keeping updated

Link 1. The principles of Life Cycle Assessment (LCA)

Link 2. LCA complete beginner's guide

Link 3. LCA guide

Life cycle assessment of devices

INCLUDE -CE
circular economy to infinity

A life cycle assessment (LCA) is a tool that helps us understand the environmental impact of a product throughout its entire lifespan.

This includes resource extraction for raw materials, manufacturing processes, energy use, and ultimately, disposal or recycling. By performing LCAs on electronic devices, we can identify the stages with the most significant environmental impact.

This knowledge empowers us to make informed choices, encouraging the design of more sustainable electronics and promoting practices that minimise the environmental footprint throughout the device's life cycle.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Learning activities

Task cards specifically designed to provide you with real-world challenges and supply you with practical information about circular economy and understanding device value

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Task card 1

Give your old computer device a new life!

Co-funded by the European Union

Outline

Your old computer is slow and frustrating, but you can't afford a brand new one? Before you throw it away, consider giving it a second chance! Extending the lifespan of your device is a great way to save money and contribute to a more sustainable future.

Extending the lifespan of your electronic devices reduces waste and helps conserve precious resources. It also saves you money by delaying the need for a new purchase. By learning how to repair and repurpose your existing devices, you become an active participant in the circular economy!.

This task card will guide you through 3 steps to help you make your device last longer:

- Diagnose the problem
- Upgrade what you can
- Explore alternative uses

Co-funded by
the European Union

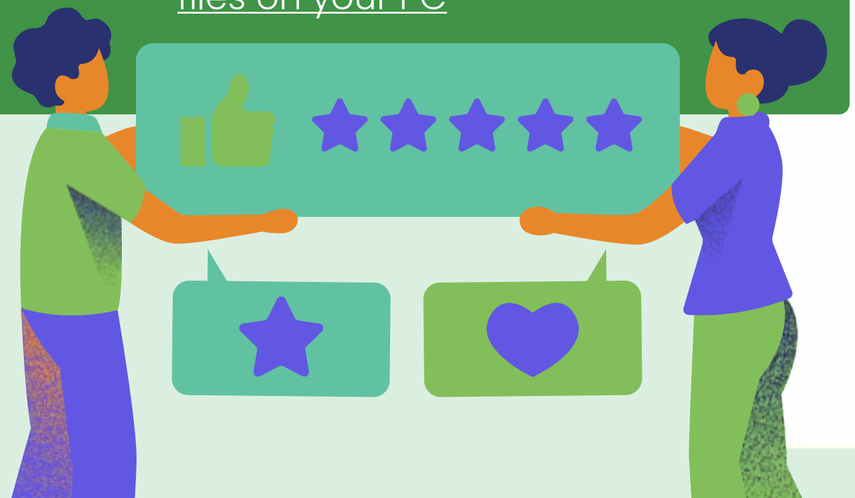
Action 1: Diagnose

Link 1. How to speed up your computer using Task Manager

Link 2. How to check CPU usage on a computer

Link 3. 8 signs your software is outdated

Link 4. How to clear up unnecessary files on your PC



INCLUDE-CE

circular economy to infinity

Step1: Check for resource overload. Open your Task Manager and see if any programmes are hogging up your computer's memory (RAM) or processing power (CPU). High usage can cause sluggish performance.

Step2: Look for outdated software. An outdated operating system or programs can slow your device. Check for updates and install them if available. Some programs might run poorly on older systems, consider lighter alternatives.

Step3: Storage blues. A cluttered hard drive can also affect performance. Use your computer's built-in storage tools to identify and remove unnecessary files. Consider backing up important data to an external drive to free up space.

Co-funded by the European Union

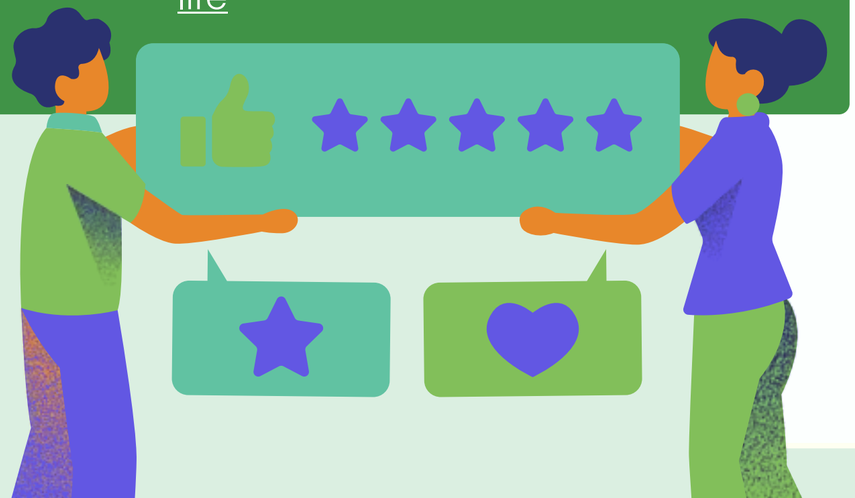
Action 2: Upgrade

Link 1. 14 tips to speed up a slow computer

Link 2. How to install memory in a desktop computer (DIY)

Link 3. How to increase computer storage space

Link 4. How to increase laptop battery life



INCLUDE-CE

circular economy to infinity

Step1: Memory improvement. RAM is like your computer's short-term memory. Adding more RAM can significantly improve performance, especially if your current amount is low (like 4GB or less). Check your computer's manual or online resources to determine the compatible RAM type and maximum capacity. Upgrading RAM is a relatively simple process.

Step2: Storage space solutions. If your hard drive is constantly full, consider upgrading to a Solid-State Drive (SSD). SSDs are much faster than traditional hard drives, leading to quicker boot times and overall improved responsiveness.

Step3: Battery boost. If your laptop struggles to hold a charge, a new battery can significantly improve your mobile experience. Research compatible batteries for your specific laptop model to ensure a proper fit.

Co-funded by the European Union

Action 3: Repurpose

Link 1. 17 easiest ways to repurpose your old laptop

Link 2. Use your old laptop to learn valuable programming skills

INCLUDE-CE

circular economy to infinity

Step1: Basic needs supplier. Does your computer struggle with video editing but handles web browsing well? It can become your dedicated internet machine just for checking emails, surfing the web, or staying connected with social media.

Step2: Media centre. Connect your computer to a TV and transform it into a media center. You can use it to stream movies and shows, play music, or even display photos on a larger screen.

Step3: Learning machine. Load your computer with educational software or online learning resources. It can become a valuable tool for acquiring new skills, practicing languages, or even taking online courses.

Co-funded by the European Union

Summary

Congratulations on embarking on the journey to a more sustainable future! By following these steps, you've learned valuable skills to diagnose issues, consider upgrades strategically, and explore creative ways to give your old computer device a second life.

To take your efforts further, consider exploring repair guides and tutorials online to troubleshoot specific problems. Investigate local repair shops or community repair events where skilled technicians can assist with more complex issues. Explore options for donating your old device to schools, non-profit organisations, or refurbishment programmes, providing access to technology for those in need.

Remember, extending the lifespan of your electronics saves money, reduces waste, and contributes to a circular economy.

Co-funded by
the European Union

INCLUDE ∞ -CE

circular economy to infinity

INCLUDE-CE

circular economy to infinity

Task card 2

Explore the 3Rs: be an electronics recycling champion!

Co-funded by the European Union

Outline

This task card will guide you through understanding the 3Rs and how they empower you to make sustainable choices regarding electronics:

- Reduce: Before buying new electronics, consider repairs, borrowing from friends, or making your current device last longer.
- Reuse: Look for gently-used electronics at second-hand stores, online marketplaces, or swap events. You might even find a hidden treasure!
- Recycle: When electronics reach their end, learn about responsible disposal options in your area. Find e-waste recycling centres and dispose of them responsibly.

This allows saving money, reducing the demand for new devices, minimising environmental impact and resource extraction. Finally, responsible disposal through recycling prevents electronic waste from polluting our environment and contributing to health hazards.

Co-funded by
the European Union

Action 1: Reduce

Link 1. How to reduce electronic waste in simple ways?

Link 2. Stop buying every new gadget

Link 3. Finding joy in electronics repair

INCLUDE-CE

circular economy to infinity

Step1: Needs vs. wants. Many electronics offer features you might not use regularly. Consider alternative solutions – can you use an app on your existing phone for a similar function? Borrowing from a friend for a specific project might be more economical.

Step2: Embrace multitasking. Do you have multiple devices with overlapping functionalities? Could a single, more powerful device fulfil your needs? Research multi-functional electronics that can handle various tasks, potentially replacing the need for several specialised gadgets.

Step3: Free resources. Explore free or low-cost alternatives before buying new. Many libraries offer free computer access and internet connectivity. Online resources often provide digital versions of books, music, and movies, eliminating the need for dedicated devices to store them.

Co-funded by the European Union

Action 2: Reuse

Link 1. Donate computers!

Link 2. Volunteers fix old computers and donate them

INCLUDE-CE

circular economy to infinity

Step1: Donate. Many schools and charities accept used electronics in good condition. Donating your old tablet or laptop can provide valuable educational resources for underprivileged communities. This not only extends the life of your device, but also empowers others with access to technology.

Step2: Pass it on. Does a younger family member or friend need a basic computer? Instead of buying them brand new, consider passing down your gently-used computer. This is a great way to introduce them to technology responsibly and avoid unnecessary purchases.

Step3: Teach and empower. Do you have old electronics that are no longer functional? Donate them to educational programs or repair workshops. These organisations can use them to teach valuable skills like electronics repair and troubleshooting, empowering future generations to be responsible consumers.

Co-funded by the European Union

Action 3: Recycle

Link 1. European recycling platform

Link 2. Global recycling programme for e-waste and batteries

Link 3. How to properly prepare your PC for disposal

INCLUDE-CE

circular economy to infinity

Step1: Know the materials. Research the components in your device (usually found on a label or online) to understand what can be recycled in your area. Many electronics have specific recycling streams due to hazardous materials like lead or mercury.

Step2: Find a proper recycling centre. These facilities specialise in responsibly processing old electronics, ensuring proper extraction of valuable materials and safe disposal of hazardous components. You might even find some electronics retailers offer take-back programs for used devices.

Step3: Prepare for take-off. Before dropping off your computer, ensure it is ready for its recycling journey. Back up any important data and remove batteries or external components. Some recycling centres might have specific requirements, so check their guidelines beforehand.

Co-funded by the European Union

Summary

By engaging with this task card, you have gained valuable insights into the importance of reducing, reusing, and recycling electronics within the circular economy framework. Through its actions and steps, you have explored practical strategies for minimising electronic waste and maximising resource value.

To further your impact as device recycling champion, you can take concrete steps such as organising community electronics recycling drives or awareness campaigns, and advocating for policies that promote sustainable electronics disposal practices. By actively participating in these initiatives, you can inspire others to adopt more environmentally friendly behaviours and contribute to building a more sustainable future for all.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Storytelling scenarios

Story-based situations designed for your reflection and to help illustrate how circular economy and understanding device value can be put in practice by you

Co-funded by the European Union

Scenario 1: New in town, new tech?

INCLUDE -CE

circular economy to infinity

It's your first week in a new city! Everything is exciting, but you also feel a little lost. You need a computer to check emails, search for jobs, or maybe even connect with family back home. You see a fancy electronics store advertising the latest laptops, but they seem expensive. Suddenly, you remember a friend mentioning something about using a library computer.

Do you head straight to the store for a brand-new laptop, or do you consider other options first?

Co-funded by
the European Union

Scenario 1: New in town, new tech?

INCLUDE -CE

circular economy to infinity

01. Think about your daily computer needs. Do you need a powerful laptop for gaming, or will a basic computer at the library be sufficient for your current activities?

02. Explore your options! Libraries offer free computer access and internet connectivity. Are there community centres that might have computers available for public use?

03. Consider asking around! Have any of your new neighbors or friends in the community been in a similar situation?

Co-funded by
the European Union

Scenario 1: New in town, new tech?

INCLUDE -CE

circular economy to infinity

TRY TO

explore free or low-cost options first.

TRY TO

make your current devices last longer.

AVOID TO

rush to buy a brand-new laptop.

AVOID TO

throw away old electronics.

Co-funded by the European Union

Scenario 2: Upgrade challenge

Peter is volunteering at a local community centre that offers after-school computer classes for children of refugee families. The old computers are slow and unreliable, making it difficult for the students to learn. Peter knows the importance of digital literacy, but he also worries about the environmental impact of buying a whole new set of electronic devices.

How can Peter ensure the students have access to reliable computers while minimising environmental impact?

Co-funded by
the European Union

Scenario 2: Upgrade challenge

INCLUDE -CE

circular economy to infinity

01. Consider the resources available. Could the current computers be repaired or upgraded with new parts instead of replacing them entirely?

02. Think creatively! Are there any organisations that donate used devices? Could Peter explore grant opportunities to help cover the cost of refurbished computers?

03. While new computers might seem ideal, is there a way to find a solution that balances the students' needs with environmental responsibility??

Co-funded by
the European Union

Scenario 2: Upgrade challenge

INCLUDE -CE

circular economy to infinity

TRY TO

explore repair or upgrade options.

TRY TO

find reliable used electronic device sources.

AVOID TO

promote a culture of e-waste.

AVOID TO

dispose old electronic devices irresponsibly.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tips

A checklist of best practices for you to adopt on circular economy and understanding device value

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 1

The circular economy aims to keep resources in use for longer. This reduces our reliance on extracting virgin materials, like metals for electronics. Consider repairing your electronic devices instead of buying new ones.

Repairs extend a device's lifespan, meaning fewer resources are needed to produce replacements. By becoming a "repair champion," you're actively participating in the circular economy and promoting resource conservation for a more sustainable future.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 2

Before rushing to buy a new phone or laptop, consider the environmental cost. Electronics production uses valuable resources and energy, and discarded devices can pollute landfills. Ask yourself: "Does my current device still meet my needs?"

Simple repairs or software updates might be all you need. If an upgrade is necessary, explore pre-owned options or devices with energy-efficient features. By making thoughtful choices, you can minimise your environmental footprint and contribute to a greener future.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 3

Extending the lifespan of your electronics saves money and resources! Here's a simple tip: keep your software up-to-date.

Regular updates often improve performance and fix security vulnerabilities. This can make your device feel faster and safer for longer.

Additionally, consider protective cases and screen protectors to prevent accidental damage, another key factor in keeping your electronics in good working order for years to come.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 4

The 3Rs are your key to a sustainable electronic devices journey! Reduce your need for new devices by keeping your current ones functional for longer. Reuse by giving old electronics a second life through repairs, donations, or community swap events..

Finally, when a device reaches its end, recycle responsibly through designated e-waste centres. By embracing the 3Rs, you're not just saving money, you're actively participating in the circular economy and minimising electronic waste. Remember, every little bit counts!

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 5

Don't let marketing convince you to upgrade! Before hitting "buy," challenge yourself to identify opportunities to reduce e-waste in your daily activities. Can you extend your current device's life with a case or screen protector? Could a free app fulfil a need instead of a new gadget?

Consider borrowing from friends or exploring free public computer access at libraries. By questioning your needs and seeking alternatives, you can become a champion for responsible electronics consumption and minimise your personal contribution to e-waste.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 6

Don't toss your old electronics in the trash! Improper disposal harms the environment. When a device truly reaches its end-of-life, explore responsible recycling options. Look for designated e-waste centres in your community that ensure safe processing and extraction of valuable materials..

By giving your old device a green goodbye, you're preventing pollution and promoting a more sustainable future for our planet. Remember, responsible disposal is just as important as reducing and reusing!

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Quiz

Multiple-choice test for you to make a self-assessment of what you have learned on circular economy and understanding device value

Co-funded by the European Union

Question 1

Which of the following practices is NOT aligned with the principles of the circular economy?

01. Repairing a broken phone screen instead of buying a new phone

02. Donating a used laptop to a charity that provides computer classes

03. Disposing of old electronic device in a regular trash bin

Co-funded by
the European Union

Question 2

Which of the following statements is TRUE about the environmental impact of electronic devices?

01. Modern electronics use very few resources in their production compared to older models

02. Recycling e-waste properly ensures valuable materials are recovered and prevents pollution

03. The environmental impact of electronics is limited to the energy they consume while in use

Co-funded by
the European Union

Question 3

Which of the practices is MOST likely to contribute to extending the lifespan of your electronic device?

01. Always using the highest screen brightness setting on your device

02. Regularly backing up your important data to an external drive

03. Exposing your laptop to extreme temperatures for long periods

Co-funded by
the European Union

Question 4

Which of the scenarios best exemplifies the principle of reuse within the context of electronics?

01. Disposing of a broken phone in a regular trash can

02. Purchasing the latest smartphone model with the most advanced features

03. Donating a used laptop in good condition to a local school

INCLUDE -CE

circular economy to infinity

Co-funded by the European Union

Question 5

Which of the actions demonstrates an attitude aligned with reducing personal electronic waste?

01. Upgrading your phone every year to have the latest model

02. Looking for ways to repair your old laptop instead of buying a new one

03. Throwing away old batteries without checking for recycling options

Co-funded by
the European Union

Question 6

Which approach best reflects an environmentally conscious attitude towards old electronics?

01. Using the slow computer, because you don't want to spend money on a new one

02. Throw the old computer in the trash and head straight to the store to buy a new one

03. Recycle the old computer responsibly at a designated e-waste center

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learn more

Web sources for further reading on how circular economy and understanding device value can be put in practice

Co-funded by the European Union

Useful resources

01. **The circular economy – what is it?**
www.youtube.com/watch?v=lhMooyLGWkc

02. **The environmental impact of e-waste**
www.earth.org/environmental-impact-of-e-waste/

03. **Extending the lifespan of devices – tips from the experts**
www.techbuyer.com/uk/blog/extending-lifespan-of-tech

04. **The zero-waste game**
www.kidsciencechallenge.com/year-four/zw_game.php

05. **Give your e-waste a second chance**
www.veracityworld.com/give-ewaste-second-life/

06. **Everything you need to know about green IT in 2024**
https://shre.ink/84nK

Co-funded by
the European Union

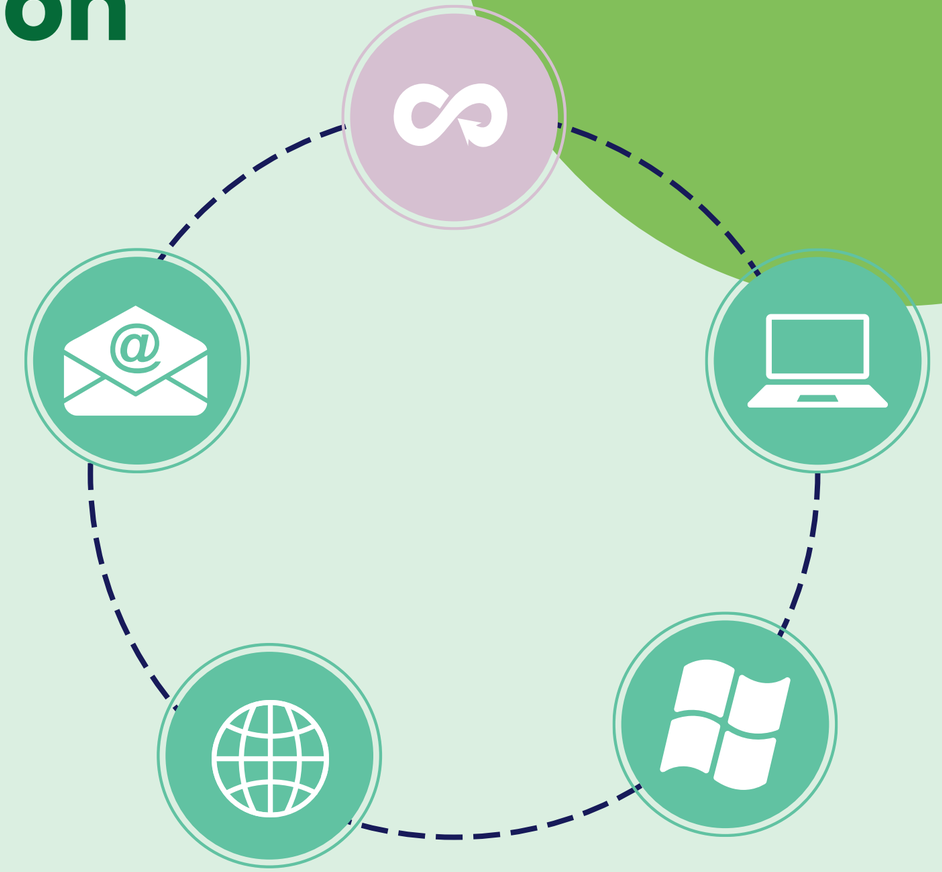
INCLUDE -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Well done! What is next on your learning journey?

Go ahead and select a new module!



Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Want to know more about the INCLUDE-CE project?

http:// www.include-ce.eu

Quiz results: 1-3; 2-2; 3-2; 4-3; 5-2; 6-3

Template made by Mindshift using Canva

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

INCLUDE-CE

Inclusion and Digital empowerment through circular economy

Module 2

Personal computer basics

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number 2022-2-MT01-KA220-YOU-000097092

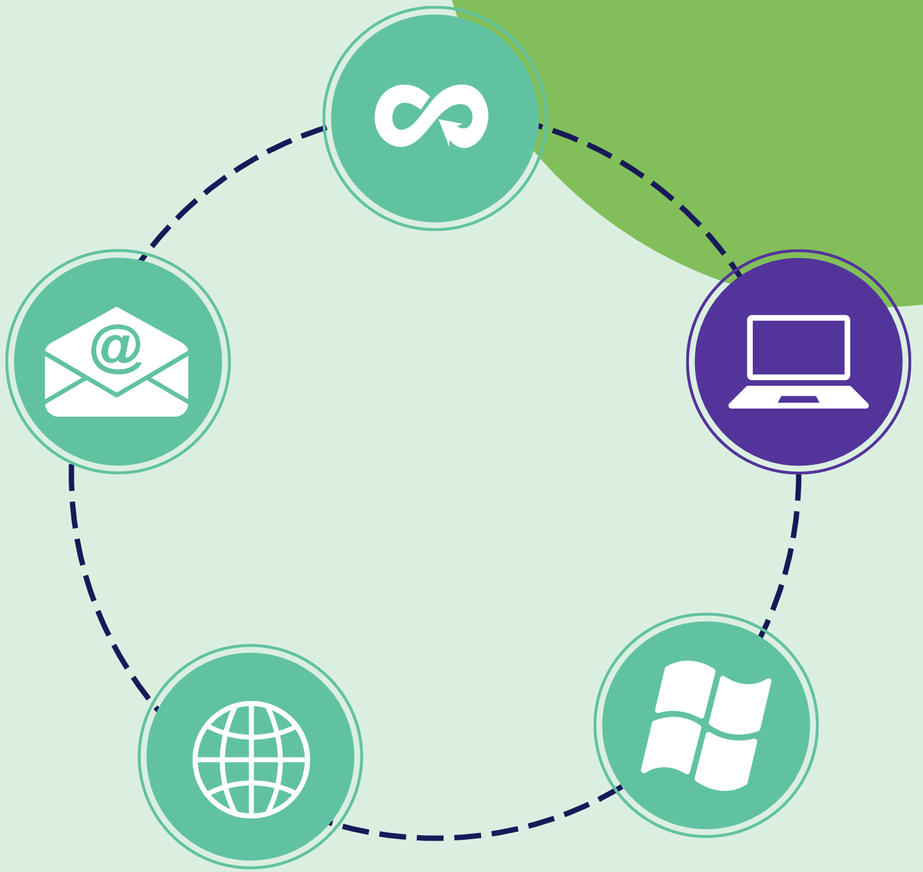
INCLUDE -CE

circular economy to infinity

How does this course work?

This course encompasses a set of 5 modules, and it is designed to engage you in the topics, issues and activities that can help you acquire or improve your circular economy and basic digital skills on the use of computer devices.

It is a modular course, which means that you can pick up at where you feel you need training. Right now, you are at **Module 2 – Personal computer basics**.



Co-funded by the European Union

Welcome to Module 2

INCLUDE -CE

circular economy to infinity

01. In this module, you will learn the essential components of a personal computer (PC), how they work together to perform tasks, and why understanding these basics is crucial for efficient computer use.

02. We will also dive into the operating systems that power your PC, exploring common features, navigating the interface, and customising settings to optimise your user experience.

03. Finally, you will learn practical skills for maintaining your computer, such as performing regular updates, installing antivirus software, and troubleshooting common issues to keep your PC running smoothly.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

1

Identify and Understand PC Components: Grasp the functions of core components like the CPU, RAM, hard drive, and peripherals, and see how they interconnect to form a working computer.

2

Navigate Operating Systems and Software: Gain confidence in using operating systems, learn how to install and manage software, and understand how to customise your computing environment to suit your needs.

3

Maintenance and Troubleshooting: Develop skills to keep your computer running optimally, such as routine maintenance tasks, basic troubleshooting techniques, and security measures.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

INCLUDE -CE

circular economy to infinity

4

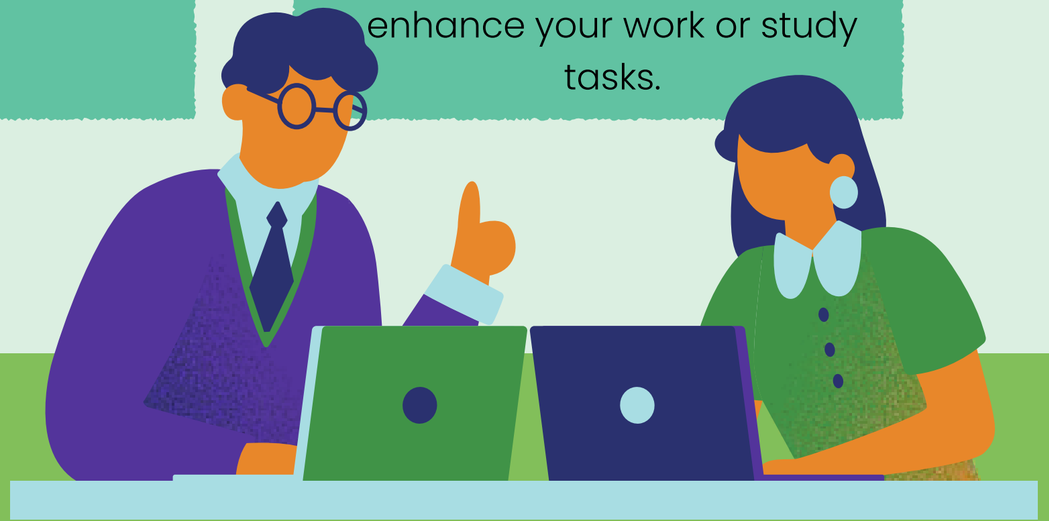
Effective File Management: Master the creation, organisation, and management of files and folders, ensuring efficient storage and retrieval of data.

5

Internet and Connectivity: Understand how to connect your PC to the internet, navigate web browsers, manage downloads, and ensure a secure online experience.

6

Productive Software Use: Learn to use productivity software effectively, including word processors, spreadsheets, and presentation tools, to enhance your work or study tasks.



Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learning contents

Theoretical and/or factual knowledge to help you get acquainted with personal computer basics

Co-funded by the European Union

Computer Hardware Components

INCLUDE -CE
circular economy to infinity

Computer Hardware Components encompass the essential physical parts of a computer, each with a specific function critical to the machine's operation.

Understanding these components is fundamental, not only for effective troubleshooting when issues arise but also for carrying out upgrades that enhance the computer's performance. This knowledge empowers users to make informed decisions about their hardware, ensuring longevity and optimal functionality of their computing devices.

Keeping updated

Link 1. The essentials of computer hardware

Link 2. Guide to PC components

Link 3. Computer Peripherals Explained

Co-funded by the European Union

Keeping updated

Link 1. Computer Basics: Understanding Operating Systems

Link 2. Introduction to Windows

Link 3. Introduction to Mac

Operating Systems

INCLUDE -CE
circular economy to infinity

Operating systems serve as the vital backbone of computer functionality, managing all other software and providing the necessary interface between the user and the computer's hardware.

Gaining proficiency in operating systems is crucial; it involves understanding how to navigate through the system's environment, how to configure settings to personal preferences, and how to make adjustments that can optimise the computer's performance. Mastery of these skills ensures control over their computing experience and utilization of the device's full potential.

Co-funded by the European Union

Keeping updated

Link 1. Types of Software Applications

Link 2. Installing and Managing Software

Software Applications

INCLUDE -CE
circular economy to infinity

Software Applications are the tools that allow you to carry out a variety of specific tasks on a computer.

This type of software encompasses programmes for word processing, which are essential for creating and editing text documents, as well as gaming applications that provide interactive entertainment experiences.

These applications transform a computer from a mere electronic device into a versatile instrument capable of performing a wide range of functions that facilitate both productivity and play. They are integral to the user experience, providing the functionality necessary to meet the diverse needs and preferences of users worldwide.

Co-funded by the European Union

Keeping updated

Link 1. File Organisation Techniques

Link 2. Data Backup Strategies

File Management

INCLUDE -CE
circular economy to infinity

File Management is a critical skill that encompasses the organisation, storage, and retrieval of data on your computer.

It is the framework that allows you to maintain order amidst the multitude of files and folders that accumulate over time. Efficient file management not only saves time but also ensures that important documents are easily accessible when needed, whether for personal reference or professional demands. By mastering file management, you create a structured digital environment that enhances your workflow and secures your data against loss or misplacement.

Co-funded by the European Union

Internet Navigation

INCLUDE -CE
circular economy to infinity

Internet Navigation refers to the skill of using web browsers and search engines to explore and utilize the vast amounts of data available online.

This proficiency is key to fully harnessing the power of the internet, as it involves knowing how to find information efficiently, assess the credibility of sources, and navigate through a sea of data with confidence. Mastery in internet navigation also includes understanding how to maintain privacy and security in an online world full of potential threats. It is a fundamental digital literacy skill that empowers users to tap into the internet's expansive capabilities for knowledge, communication, and entertainment.

Keeping updated

Link 1. Safe Browsing Practices

Link 2. Understanding Malware

Link 3. A game of deception

Co-funded by the European Union

Keeping updated

Link 1. Pause, Think and Act

Link 2. Lesson 10: Internet Threats

Link 3. Top 5 Cyber Attacks

Cybersecurity Basics

INCLUDE -CE
circular economy to infinity

Cybersecurity Basics involve a set of practices and knowledge aimed at safeguarding your computer against malicious software and protecting your personal information from unauthorised access.

In the digital age, threats can come from any direction at any time, and these foundational security measures are not just recommended but essential. They encompass installing reliable security software, understanding and applying safe browsing habits, and being careful about what information you share online. By adhering to these principles, individuals can create a strong defence against digital threats, ensuring their private data remains confidential and their digital experiences secure.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Learning activities

Task cards specifically designed to provide you with real-world challenges and supply you with personal computer basics

Co-funded by
the European Union

INCLUDE-CE

circular economy to infinity

Task card 1

Secure your system

Co-funded by
the European Union

Outline

This task card is designed to equip you with essential cybersecurity skills, focusing on the foundational steps to secure your personal computer.

Cyber threats are ever-evolving, making it critical to understand and apply basic security measures to protect your system from potential attacks.

By completing this task, you will learn how to assess your computer's current security settings, update your software to patch vulnerabilities, and install reputable antivirus software to guard against malware.

This task card will guide you through 3 to help you secure your personal computer:

- Assess your computer’s security settings
- Update your software
- Install and configure an antivirus software

Co-funded by
the European Union

Action 1: Assess Your Computer's Security Settings

Link 1. What is Firewall?

Link 2. How to make your passwords more secure

Link 3. Windows Security Tips

INCLUDE-CE

circular economy to infinity

Step1: Start by reviewing the security settings on your computer. Access the security center/dashboard of your operating system to see an overview of your computer's security status.

Step2: Check for any warnings or recommendations provided by your operating system. This may include enabling a firewall, using secure passwords, and other critical security settings.

Step3: Implement two-factor authentication (TFA) for all critical accounts where possible. This adds an extra layer of security by requiring two or more pieces of evidence (factors) to verify your identity. These factors can include something you know (like a password or PIN), something you have (like a smartphone or a security token), or something you are (like a fingerprint or other biometric identifier).

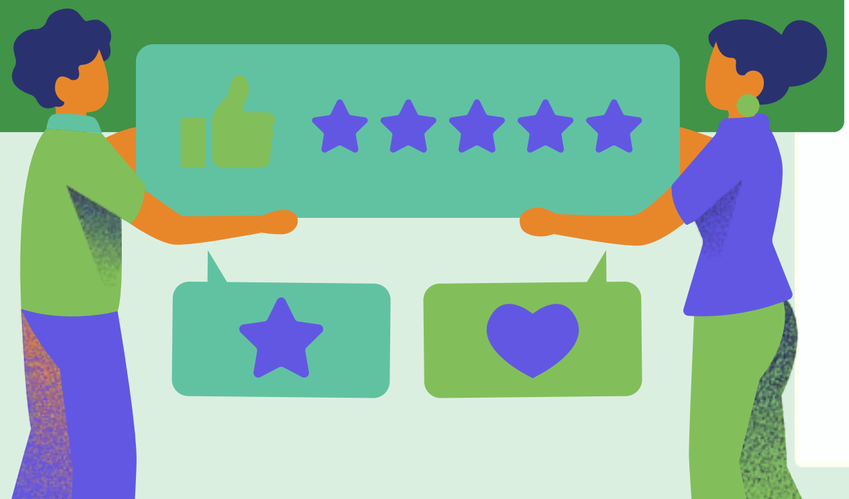
Co-funded by the European Union

Action 2: Update Your Software

Link 1. Here is why it is so important to update your software

Link 2. What is Patch Management and Why is it Important?

Link 3. The Importance of Regular Antivirus Updates



Step1: Identify which software and operating system updates are available for your computer. These updates often include critical security patches.

Step2: Prioritise updates based on the level of security risk they address. Begin with your operating system updates, followed by applications you use frequently.

Step3: Complete the updates and restart your computer if necessary. Ensure all updates are successfully installed.

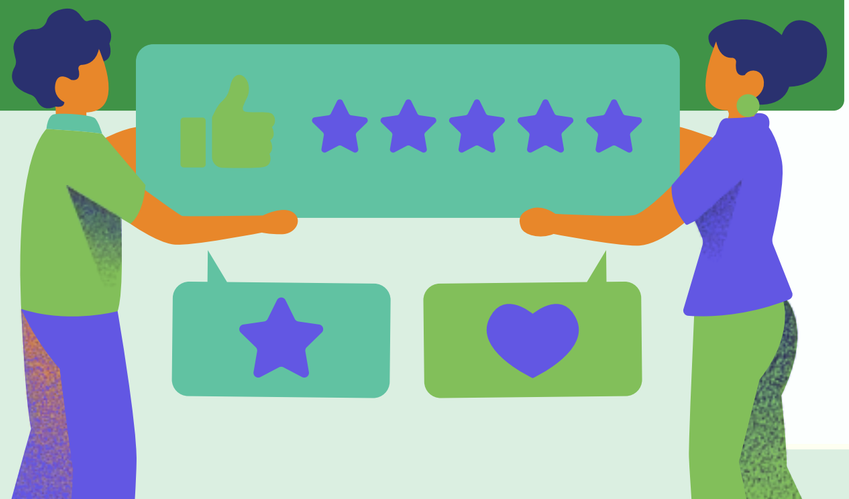
INCLUDE-CE
circular economy to infinity

Co-funded by the European Union

Action 3: Install and Configure an Antivirus Software

Link 1. Best antivirus 2024 options

Link 2. Installing Antivirus



Step1: Choose a reputable antivirus software. Research and select one that best fits your needs, considering features, cost, and user reviews.

Step2: Install the antivirus software, following the installation guide carefully. Register or activate your software as required.

Step3: Configure your antivirus settings. Schedule regular scans and update the virus definition database to ensure your software can detect the latest threats.

Co-funded by the European Union

Summary

By completing this task card, you have taken significant steps towards securing your personal computer against potential cyber threats.

Regularly assessing your security settings, keeping your software up to date, and using effective antivirus software are critical practices for maintaining your computer's security.

Consider exploring more advanced security measures, such as using a VPN for online activities and learning about phishing and other common cyber scams, to further enhance your digital safety.

Co-funded by
the European Union

INCLUDE-CE
circular economy to infinity

Task card 2

Explore your computer’s hardware

Co-funded by
the European Union

Outline

This task card guides you through the exploration of your computer's hardware components.

Understanding your computer's hardware is essential for troubleshooting, upgrades, and making informed decisions about new purchases or optimisations.

By completing this task, you will learn to identify key hardware components, understand their functions, and perform basic hardware checks.

This task card will guide you through 3 to help you exploit your computer’s hardware components:

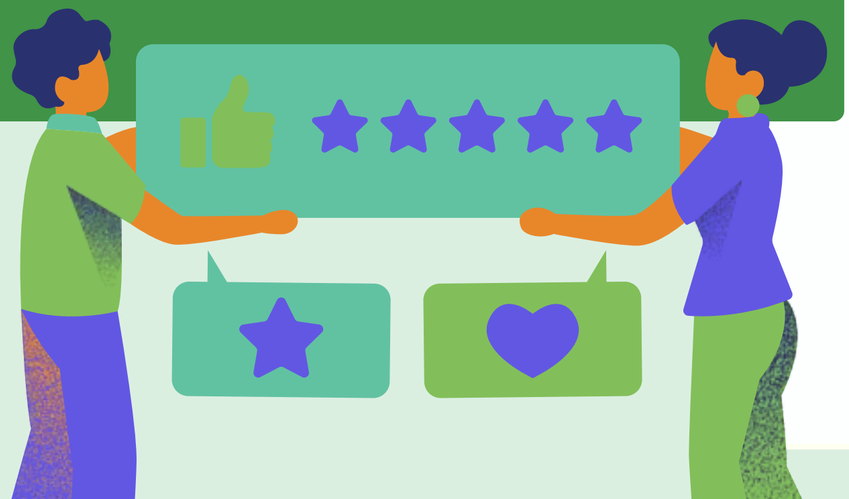
- Identify key hardware components
- Check hardware health and performance
- Plan for upgrades

Co-funded by
the European Union

Action 1: Identify Key Hardware Components

Link 1. Computer Basics: Inside a Computer

Link 2. Understanding Computer Specs



INCLUDE -CE

circular economy to infinity

Step1: Open your computer's system information screen to view a summary of your hardware components. This can usually be found within the "About" section of your computer's settings or system control panel.

Step2: Research each listed component, such as the CPU (Central Processing Unit), RAM (Random Access Memory), hard drive (or SSD), and GPU (Graphics Processing Unit), to understand their roles in your computer's performance.

Step3: Physically locate these components on your device, if accessible (e.g., on a desktop PC). Use online guides or manuals specific to your computer model to help identify these components.

Co-funded by the European Union

Action 2: Check Hardware Health and Performance

Link 1. How to Check Your Hard Drive's Health

Link 2. RAM Memory usage explained

Link 3. How to Monitor CPU and GPU Temperatures on Any Computer

Step1: Use built-in tools or third-party software to run a basic health check on your hard drive or SSD. Look for any signs of malfunction or degradation.

Step2: Check your RAM usage through your operating system's task manager. Identify if your current RAM is sufficient for your needs or if an upgrade might be beneficial.

Step3: Monitor your CPU and GPU temperatures using a hardware monitoring tool, especially under load, to ensure they are operating within safe temperatures.

Co-funded by the European Union

Action 3: Plan for Upgrades

Link 1. Which PC Component Should You Upgrade First?

Link 2. Upgrading Your Tech: Understanding Hardware Upgrades

Link 3. Its EASY to spend too much on PC parts. Here is where to save money!

INCLUDE-CE
circular economy to infinity

Step1: Based on your hardware exploration and checks, identify any components that might need upgrading soon, such as adding more RAM or replacing an old hard drive with an SSD.

Step2: Research compatible components for your computer model and understand the specifications you need to look for (e.g., type of RAM, size of SSD).

Step3: Create a budget plan for your upgrades, considering the cost-benefit ratio of each component upgrade to enhance your computer's performance

Co-funded by the European Union

Summary

Through this task card, you have taken a significant step toward understanding the hardware that powers your personal computer.

Identifying key components, checking their health and performance, and planning for future upgrades are all essential skills for managing and maintaining your PC.

As you grow more comfortable with these concepts, you will be better equipped to troubleshoot issues, optimise performance, and make informed decisions about hardware investments.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Storytelling scenarios

Story-based situations designed for your reflection and to help illustrate how personal computer basics can be put in practice by you

Co-funded by the European Union

Scenario 1: The Upgrade Decision

Maria, a freelance graphic designer, has been noticing that her desktop computer has been lagging significantly, especially when running resource-intensive design software. Aware that her productivity is taking a hit, Maria contemplates upgrading her system. With a limited budget, she needs to decide which upgrade would yield the most significant performance improvement for her work.

After researching and using tools to monitor her system's performance, Maria identifies that her RAM and GPU are the primary bottlenecks. Faced with the choice of upgrading only one due to budget constraints, Maria opts for the GPU upgrade, considering her heavy reliance on graphics software.

Three months later, Maria's decision proves fruitful. Her projects no longer suffer from frustrating slowdowns, and her workflow efficiency has improved dramatically. The story highlights the importance of targeted hardware upgrades and making informed decisions based on specific needs and budget considerations

Co-funded by
the European Union

INCLUDE ∞ -CE

circular economy to infinity

Scenario 1: The Upgrade Decision

INCLUDE -CE

circular economy to infinity

01. How did Maria determine which component to upgrade first?

02. Why is it important to prioritise hardware upgrades based on specific usage needs?

03. In what ways can monitoring your system's performance inform better hardware investment decisions ?

Co-funded by
the European Union

Scenario 1: The Upgrade Decision

INCLUDE -CE

circular economy to infinity

TRY TO

Invest time in researching how each component could impact your specific use case before deciding on any hardware upgrades.

TRY TO

Use system monitoring tools to understand which components are under the most stress or are bottlenecks to performance.

AVOID TO

Upgrade components simply for the sake of having the latest hardware.

AVOID TO

Overlook your budget when planning upgrades. Costly upgrades might not always offer proportional benefits to performance.

Co-funded by the European Union

Scenario 2: Emergency Data Recovery

John, a university student, has been working on his thesis for the past six months. With his submission deadline a week away, his laptop suddenly refuses to boot up, displaying a hard drive error message. Panicked, John realises he has not backed up his thesis work elsewhere.

Seeking help, John takes his laptop to a local IT specialist, who manages to recover the data from the failing hard drive. This close call teaches John a valuable lesson about the importance of regular backups. From that day forward, John adopts a strict backup routine, using both an external hard drive and cloud storage, to safeguard his academic and personal data against hardware failures.

Co-funded by
the European Union

Scenario 2: Emergency Data Recovery

INCLUDE -CE

circular economy to infinity

01. What could have been the impact if John had not managed to recover his thesis data?

02. How does John's story illustrate the importance of regular data backups?

03. What backup strategies can you implement to protect against data loss due to hardware failure?

Co-funded by
the European Union

Scenario 2: Emergency Data Recovery

INCLUDE -CE
circular economy to infinity

TRY TO

Establish and adhere to a regular backup schedule to ensure your important files are safeguarded.

TRY TO

Use multiple backup methods to secure your data. These c be an external hard drive and cloud storage, ensuring that if one backup fails, you have another to fall back on.

AVOID TO

Wait until it is too late to start thinking about backups. Hardware can fail unexpectedly, putting months of work at risk.

AVOID TO

Rely only on physical storage devices. While they are a popular choice, they can also fail, get lost, or suffer damage. Also use cloud storage to mitigates these risks.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tips

A checklist of best practices for you to adopt on personal computer basics

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 1

Understanding the importance of compatibility and necessity before hardware upgrades directly supports the skill of effectively updating and managing hardware components.

It emphasizes the need for technical knowledge and due diligence in maintaining a computer system's health and performance.

Co-funded by
the European Union

Practical tip 2

Using diagnostic tools to assess the health of hardware components reinforces the foundational knowledge about computer hardware.

It educates on the practical application of theoretical knowledge, turning information about hardware components into actionable insights for maintenance and troubleshooting.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Practical tip 3

Establishing a robust backup strategy relates to the autonomy and responsibility learners must exercise in managing and securing their data.

This tip emphasizes the critical thinking and planning skills necessary to protect digital assets against loss or corruption, showcasing the practical application of learned concepts in data management.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Practical tip 4

Keeping up-to-date with the latest hardware technologies and trends is essential for understanding the evolution and future directions of computer hardware.

This knowledge aids in making informed decisions regarding upgrades, ensuring systems remain efficient and capable of meeting current and future demands.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Practical tip 5

Prioritising hardware upgrades based on specific performance needs and budget constraints showcases the practical skills involved in enhancing a computer's performance thoughtfully.

It demonstrates how to apply knowledge of hardware components and their functions to make strategic decisions that yield the most significant benefits.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Practical tip 6

The safe disposal and recycling of old hardware highlight the responsibility individuals have towards environmental stewardship.

It underscores the importance of ethical behaviour and autonomy in making choices that not only benefit the user but also the broader community by minimising electronic waste.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Quiz

Multiple-choice test for you to make a self-assessment of what you have learned on personal computer basics

Co-funded by
the European Union

Question 1

Which of the following is considered the 'brain' of the computer, responsible for processing instructions?

01. Hard Drive

02. Central Processing Unit (CPU)

03. Graphics Processing Unit (GPU)

Co-funded by
the European Union

Question 2

What technology is primarily used in modern solid-state drives (SSDs) to store data, offering faster data access speeds than traditional hard disk drives (HDDs)?

01. Magnetic storage

02. Optical storage

03. Flash memory

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 3

To ensure your computer's memory is operating at optimal speed and efficiency, what is the most important factor to consider when adding or upgrading RAM?

01. The color of the RAM sticks

02. The compatibility with the motherboard

03. The brand of the RAM sticks

Co-funded by
the European Union

Question 4

Before deciding to upgrade your computer's GPU, what is a critical step you should take to ensure the upgrade will improve your system's performance?

01. Checking the power supply unit (PSU) for adequate power

02. Changing the desktop wallpaper

03. Installing more browser extensions

Co-funded by
the European Union

Question 5

Which of the following is a recommended practice for securing sensitive information on your computer?

01. Using a single password for all accounts for easier recall

02. Regularly updating software and security patches and using Two Factor Authentication if possible

03. Covering the webcam with tape to prevent software updates

Co-funded by
the European Union

Question 6

When disposing of old computer hardware, which of the following practices is considered environmentally responsible?

01. Throwing it in the general waste bin

02. Donating to a local school or nonprofit, if in working condition

03. Taking it to an e-waste recycling centre

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learn more

Web sources for further reading on how personal computer basics can be put into practice

Co-funded by
the European Union

Useful resources

01. **Basic Factual Knowledge of Computer Hardware**
www.youtube.com/watch?v=AkFi90lZmXA

02. **Understanding Advancements and Trends in Computer Hardware**
www.youtube.com/watch?v=_Wjv_Xi-qeM

03. **Skills in Updating and Managing Hardware Components**
www.youtube.com/watch?v=J07rd4nMXeo&list=PLWcqvsCP8tU_Pa6WH8kH3ua9wEcx3VJUQ

04. **Practical Skills in Identifying and Prioritising Hardware Upgrades**
www.youtube.com/watch?v=eYtSQkd7dQk

05. **Short Responsibility and Autonomy in Data Management and Security related with A1**
www.youtube.com/watch?v=7BhJCK0PCF4

06. **Responsibility in Environmentally Friendly Disposal of Hardware**
www.youtube.com/watch?v=ApdkhWd7SfQ

Co-funded by
the European Union

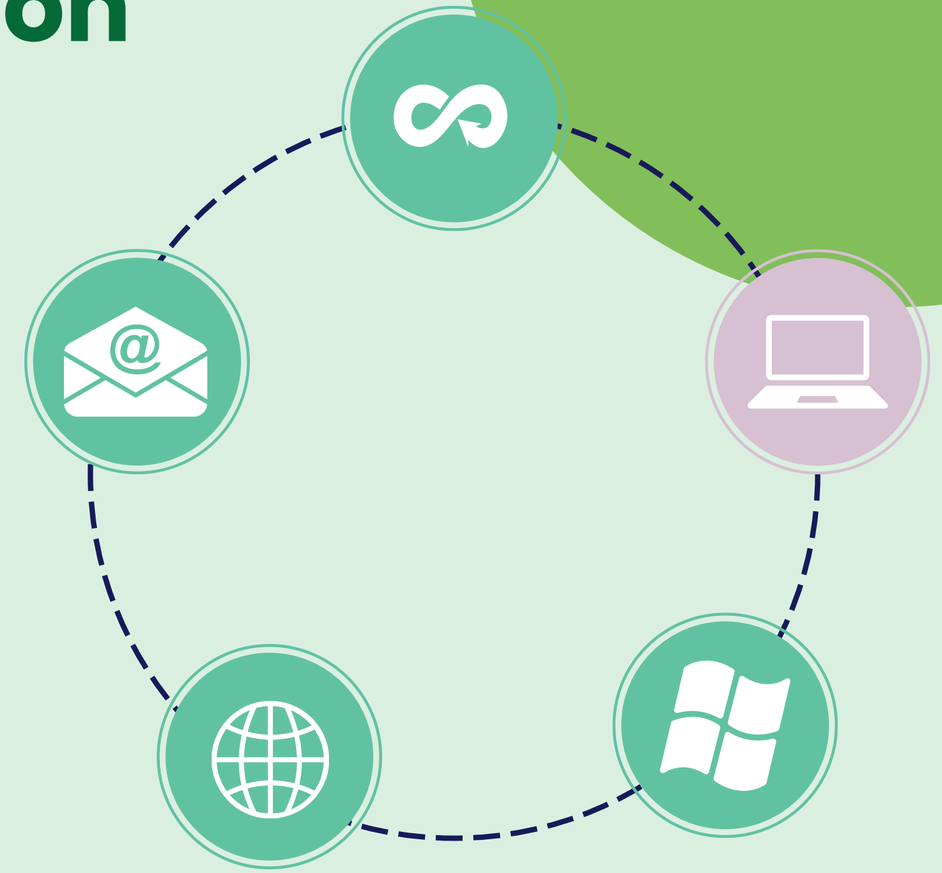
INCLUDE ∞ -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Well done! What is next on your learning journey?

Go ahead and select a new unit!



Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Want to know more about the INCLUDE-CE project?

http:// www.include-ce.eu

Quiz results: 1-2; 2-3; 3-2; 4-1; 5-2; 6-3

Template made by Mindshift using Canva

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

INCLUDE-CE

Inclusion and Digital empowerment through circular economy

Module 3

Software and Windows environment

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number 2022-2-MT01-KA220-YOU-000097092

INCLUDE -CE

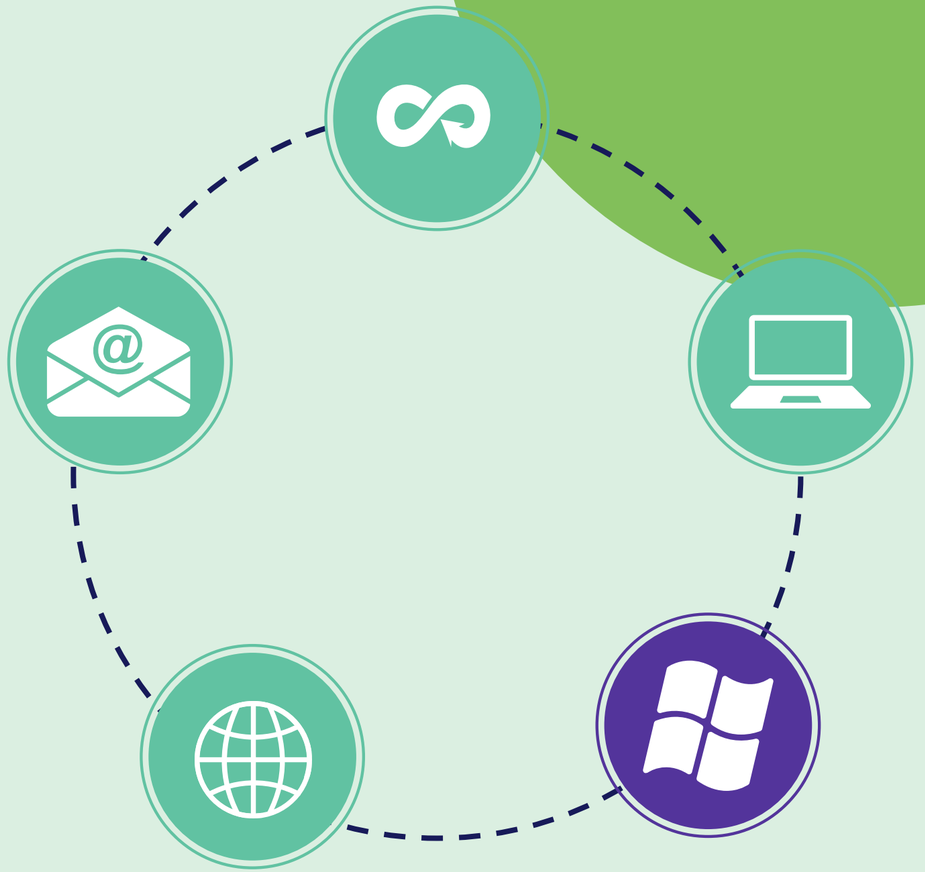
circular economy to infinity

How does this course work?

This course encompasses a set of 5 modules, and it is designed to engage you in the topics, issues and activities that can help you acquire or improve your circular economy and basic digital skills on the use of computer devices.

It is a modular course, which means that you can pick up at where you feel you need training.

Right now, you are at **Module 3 – Software and Windows environment**.



Co-funded by the European Union

Welcome to Module 3

INCLUDE -CE

circular economy to infinity

01. In this module, you will learn about the Windows operating system. You will also get to learn some skills that will make you a bit more tech-savvy.

02. You will explore some useful applications and software to create and edit your content.

03. Finally, you will discover the ways your computer can be used with other devices and how to enjoy a safe and accessible experience.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

1

Explain what an operating system is and how it works.

2

Learn how to create and manage a windows account.

3

Recognize and control basic settings of a PC.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you will be able to:

INCLUDE -CE

circular economy to infinity

4

Use the most suitable applications and software for your needs.

5

Use your computer together with other devices of yours like your phone or tablet.

6

Choose the best accessibility and safety options when using a computer.

Co-funded by
the European Union

Learning contents

Theoretical and/or factual knowledge to help you get acquainted with circular economy and understanding device value

INCLUDE -CE

circular economy to infinity

Co-funded by the European Union

Keeping updated

Link 1. What is an operating system?

Link 2. Let's go deeper

Operating system

Since computers are machines and users are human beings, how can they communicate? An operating system is mainly a solution to this problem. It is a software that enables you to interact with a computer for it to execute the operations you need.

This is why and operating system is also called interface, because it lets you interact with both the hardware components of your computer and the different applications running.

INCLUDE -CE
circular economy to infinity

Co-funded by the European Union

Keeping updated

Link 1. Overview on operating systems

Link 2. Android and iOs

Link 3. Tutorial on Windows 10 and 11

Operating systems

INCLUDE -CE
circular economy to infinity

How many operating systems are there? Beside Windows, one of the most common operating systems, there is also mac OS for Macintosh computers, Linux, Ubuntu and many more!

In this module, you will learn about Windows since it is the one you're most likely to find in a computer.

Operating systems are designed for computers but run on all smaller devices too. Android, for example, is another operating system. In mobile devices like tablets and smartphones, the interface is specifically designed for touch-screen use.
Generally, operating systems are preinstalled, but they can be downloaded and installed from scratch.

Co-funded by the European Union

Keeping updated

Link 1. Understanding applications

Link 2. How to get new apps

Link 3. Good and bad apps

There’s an app for everything

INCLUDE -CE
circular economy to infinity

App is the short name for application. I am sure you already know a bunch of them!
Application are very useful to find a place, connect with other people, manage important things like money or information or just for fun!

Not only the ones on your smart phones are apps. All software can be called an application. The only difference is between desktop apps, the one installed on a computer, and mobile apps.

Co-funded by the European Union

Keeping updated

Link 1. WikiHow tips

Stay connected

You know your computer is made of several components, sometimes called peripherals: a mouse, a keyboard, a screen and so on.

But there is a large number of devices you can connect to your computer for different purposes.

Your smartphone too can be connected to your computer. Specific applications, often called suite, allow you to use your phone through a computer just like an extension of it. You can connect two devices by cable or through Wi-Fi or Bluetooth.

The link on the left is an easy tutorial about connecting a phone to a computer. If you don't know how to do something, just ask the internet!

INCLUDE-CE
circular economy to infinity

Co-funded by the European Union

Keeping updated

Link 1. Safety tips

Link 2. Let's check cyber safety

Safety first

INCLUDE -CE
circular economy to infinity

No matter if you own a personal computer or if you share one, your privacy and data must be protected. Here are some option you can consider:

If you share a device in your place like a desktop computer for example, you can create an account for each user. It will be like having your own device when you use it. Your desktop, your folders and your apps.

If you use a computer in a public place, like an internet café or a library, you should protect your privacy even more. Be sure not to leave personal files, data, passwords, or browsing history in a shared computer!

Co-funded by the European Union

Keeping updated

Link 1. Free IT learning resources

Ask!

No matter what your IT level is, there will always be something you don't know how to do or fix.

Don't worry! The easiest and fastest solution is asking. The internet is full of tutorials, web pages and forums explaining how to do things or how to fix problems. Also, there is a bunch of free online learning resources at your disposal. Some of them offer certification too! This way you can upgrade and improve.

INCLUDE -CE

circular economy to infinity

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Learning activities

Task cards specifically designed to provide you with real-world challenges and supply you with practical information about circular economy and understanding device value

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Task card 1

Start exploring your PC

Co-funded by
the European Union

Outline

You pressed the power button, and a welcoming message appears on the screen. In a few seconds, your computer is on and ready for work. What you see is the desktop with its icons, the clock, the taskbar and many other buttons you've seen before. Don't panic! Explore.

Getting to know the different parts and sections of the desktop will let you use your PC in an easier and efficient way. Do not be afraid to click!

This task card will guide you through 3 simple actions to better understand some basic functions of your PC:

- Find the start button
- Manage the settings
- Customize the taskbar

Co-funded by
the European Union

Action 1: Start

Link 1. Find the start menu

Link 2. Open an application

Step1: Have a look at the bottom of the screen. What you see is the task bar. The very first button on the left (or in the bottom left corner for windows 10) is the start button. It has the shape of a flag or 4 small squares. Now click!

Step2: A squared window pops up. It contains quick shortcuts to your apps, the last documents and files, the settings gear shaped icon, the shut-down button and a search bar.

Step3: Left click into the search bar and type ‘settings’.

Co-funded by the European Union

Action 2: Manage

Link 1. A quick overview

Link 2. Connection step by step

Link 3. How to change the language

Step1: Here you go. You've just searched for the settings and a new window opens. Check the different elements.

Step2: On the left is a list of setting categories like system, network, app. If you click on any of them, a specific setting of options becomes available. If you don't know where what you need is, again a search box is there to help you. Type the name of what you're looking for. For example, type Wi-Fi then click on Wi-Fi settings. This way you will find the available network connections.

Step3: Let's explore another function. You can change the windows display language to the one you prefer. From the settings window, find the category time and language on the left, the choose Language and region and click. Choose a language from the Windows display language menu. It is better to change the system language when the PC is connected to a network since it may be downloaded.

Co-funded by
the European Union

Action 3: Adapt

Link 1. Managing the task bar

Link 2. Adapt the taskbar to your needs

Step1: Let's now focus on the taskbar. It includes icons and buttons for many recurrent apps and actions, so you won't have to search the settings menu all the time. When an application is running, you will find its icon in the task bar. Also, some icons are always there for you to quickly click and open the corresponding app. If your favorite app icon is not there just run it and right-click on its icon. Choose pin. Otherwise, choose unpin if you don't need it.

Step2: On the bottom right corner, you will find the quick settings. Here you find the clock, the computer's connections, the notification and much more. Expand the quick settings by clicking and try to mute and unmute the volume or change the screen brightness.

Step3 From the quick settings, you can easily connect your computer to a Wi-Fi network .

Co-funded by the European Union

Summary

You are at the end of this task card. Hope you enjoyed it! You have learnt a bit more about the basic functions of your computer, it’s settings and how to adapt it to your use. But this is just the beginning. You can repeat the very same steps to further explore windows settings and functions. Here is a tip: do not be afraid to click, see, experiment and check what is ion the options and the task bar too.

Co-funded by
the European Union

INCLUDE-CE

circular economy to infinity

Task card 2

Using a shared computer

Co-funded by
the European Union

Outline

In this second task card, you will learn a but more about what you can do if you share a computer with your family, at school, or in a public place. This is very important not only for your self, but for any other person sharing a computer. You're also about to learn how to find and use some common apps to edit your texts and pictures.

You will learn to:

- Set up your windows account.
- Eliminate useless or private data from the computer.
- Use some basic useful apps

Co-funded by
the European Union

Action 1: Account

Link 1. How to create a new account

Link 2. Windows quick steps

Link 3. Free clouds

Step1: If you share a private computer with your family, you can create your own windows user account. It will be like having your own computer, since your files, apps, settings, and browsing history will be visible to you only. Please remember that creating a user account is not always allowed: avoid doing so if you use the library's computer or if you are in a public place. For these situations, we will explore some privacy options.

Step2: If you share a computer but without a user account of your own, please consider elminating your personal data, files, and browsing history since this could cause issues to your privacy and safety.

Step3: Using a cloud storage space is a good option too if you don't want to leave personal data on a shared computer and wish to have your files from every device you use, including your phone or tablet.

Co-funded by the European Union

Action 2: Privacy

Link 1. Cyber safety

Link 2. The recycle bin

Link 3. Easy steps to clear the browsing history

INCLUDE-CE

circular economy to infinity

Step1: Data protection is a very important issue. You will probably need a computer to edit your CV, your personal documents or store sensitive data. So, let's check what you can do if you share a computer!

Step2: If you download documents from the internet or from your emails, these will be stored locally. Very often, you will find them in the download folder. Remember to delete them if you don't want other people to access your data. Look for the file explorer from the start menu, open the download folder, and move the file to the recycle bin with a right click on it. Also, delete them permanently from the recycle bin.

Step3: Another important action to protect your data is clearing the browsing history. Thus way, you will prevent other people from knowing your passwords, reading your emails or access your accounts.

Co-funded by the European Union

Action 3: words and pics

Link 1. How to install Open office

Link 2. How to uninstall and install apps

Link 3. Find and open File Explorer

INCLUDE-CE

circular economy to infinity

Step1: Microsoft word is one of the most common text editing apps. It comes preinstalled on windows computer but can be downloaded from the internet if you don't have it. A good and free option is Apache Open Office. It's more or less the same thing in terms of functions and features.

Step2: Photos is a common app to keep your pictures gallery tidy. Also, if you right click on a photo and select the edit button, you can easily adjust your images.

Step3: You can install and uninstall any app you want from your computer. It is a good idea to uninstall the one you do not need. This way you save memory for other content. When it comes to managing your files, the easiest tool if the file explorer. It lets you search all the folders and subfolders in your computer.

Co-funded by the European Union

Summary

Now you are a bit more skilled when it comes to using a computer, managing and securing your personal data, and look for solutions on the internet.

The key to success and improvement is being curious. Do not hessite to experiment, try, search the options of your operating system and apps, check the internet for tips and tutorials.

Consider enhancing your knowledge and develop your computer skills. This will come in handy both in your daily life and at work.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Storytelling scenarios

Story-based situations designed for your reflection and to help illustrate how circular economy and understanding device value can be put in practice by you

Co-funded by the European Union

Scenario 1: Answering a job offer

Lucy is looking for a job and she happened to find an interesting offer as a hotel receptionist on the internet.

Her English level is high, and she has good social skills that make of her the best candidate for the position offered. But the hotel looking for a receptionist requires a CV with a picture. Lucy's CV is out of date, and she doesn't have a decent selfie for that.

Lucy grabs her smartphone and takes a good selfie for her CV. Then she connects your phone to her computer via USB cable, she opens the phone's picture folder through the file explorer and transfers the picture file.
Then Lucy opens Word and chooses a template for her CV. She updates the file with the information and the picture. Lucy is finally ready to apply for the job via email.

Co-funded by
the European Union

Scenario 1: Answering a job offer

INCLUDE -CE

circular economy to infinity

01. What would you do if you were in Lucy's shoes?

02. What application would you use to keep your CV up to date?

03. Do you know a different tool to create or edit a CV?

Co-funded by
the European Union

Scenario 1: Answering a job offer

INCLUDE-CE
circular economy to infinity

TRY TO

Find a way to insert pictures in texts. After copy-pasting your picture on your Word document, right-click on it to choose whether it should be in line with the text, behind the text, etc.

TRY TO

Take advantage of templates when it comes to writing a text like a CV or a cover letter. You can look for them on the internet or use the default ones you find in Word

AVOID TO

Leave out the formatting of the text. A well looking document is as important as a well written text.

AVOID TO

Leave your CV or personal information into a shared computer. Other people may access personal data.

Co-funded by the European Union

Scenario 2: File not found!

Joanna is enrolling at a new university abroad. She's very excited about moving in a new city and meet new people.

She must send some PDF documents to the university enrollment office via email, so she turns her computer on in order to proceed. Everything seems ready, she just needs to attach the document to her email when an error message pops up: file not found.

Joanna panics for a few seconds, then starts thinking of a solution to her problem. She opens the browser and types the error message she sees. Here she goes! Joanna finds some simple steps to follow to fix her problem in a forum online and finally sends her documents to the new university

Co-funded by
the European Union

Scenario 2: File not found!

INCLUDE -CE

circular economy to infinity

01. Computer error messages can be annoying but give a clue for a possible solution. Have you ever looked for a solution online?

02. Joanna did not give up but looked for a solution. Are you able to fix computer issues by your self?

03. Many apps like Word include a help section in case of doubts. Have you ever tried yourself?

Co-funded by
the European Union

Scenario 2: File not found!

INCLUDE-CE
circular economy to infinity

TRY TO

Read the error message. Often a possible solution is easy and intuitive.

TRY TO

Look for possible solutions online. I am sure someone already did a tutorial for your specific problem.

AVOID TO

Get nervous when something goes wrong.

AVOID TO

Find a solution without guidance or not knowing what to do.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tips

A checklist of best practices for you to adopt on circular economy and understanding device value

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Practical tip 1

Use the shortcuts. Using a computer can be very fast if you know the right keyboard shortcuts. You can mute the sound, copy-paste a text, undo an error and much more. Check a list of keyboard shortcuts online.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 2

Creating a windows or a local account gives you the possibility to manage your computer the way you like even if you share it. Also, it is a good practice if you wish to protect your personal data.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 3

Explore the settings. You will find out that this can reduce the impact of your computer in terms of energy. For example, set a standby time when your computer is not in use. Follow the windows energy recommendations. It is a list of actions to lower your carbon print.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 4

Discover and use new applications. There is an app for everything. The more you explore, the more tech-savvy you get. You can get many applications for free, both from the app store or from the internet directly.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 5

Connect your phone or tablet to your computer via cable, Bluetooth or Wi-Fi. You can use a suite software to manage your external device or simply explore the files in your phone using the file explorer. This way you can easily backup your phone setting in your computer and restore it afterwards .

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 6

Be responsible and wise with your personal data. Use strong passwords, clear your browsing history if you share a computer and empty the recycle bin for local files.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Quiz

Multiplie-choice test for you to make a self-assessment of what you have learnerd on circular economy and understanding device value

Co-funded by
the European Union

Question 1

What is an operating system?

01. A software that manages files and Wi-Fi connections.

02. A software that manages computer hardware and software resources and provides services for programs.

03. A system that manages operations.

Co-funded by
the European Union

Question 2

How do you create a Windows local account?

01. You go to windows internet site and create one.

02. You go to settings, system, activation.

03. You go to settings, accounts, other users.

Co-funded by
the European Union

Question 3

Which of the following is not true?

01. You can find the settings of your computer in the start menu

02. You can search and manage your files through the file explorer

03. You cannot customize the task bar

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 4

Which of the following is a text writing app?

01. Word.

02. Excel.

03. Edge.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 5

How do you connect your phone to your computer?

01. They cannot be connected

02. Using blue ray technology

03. With a wire, via Wi-Fi, or Bluetooth

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 6

Which of the following is the best approach to safety?

01. Protect your accounts with a password and delete all your files before you turn the computer off

02. Protect your accounts with a strong password and avoid leaving sensitive data on shared computers

03. A password is not always needed, and nobody cares about my browsing history

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learn more

Web sources for further reading on circular economy and understanding device value can be put in practice

Co-funded by the European Union

Useful resources

01. **Operating systems**
https://www.youtube.com/watch?v=GjNp0bBrjmU&ab_channel=ClickView

02. **Managing the account**
https://www.youtube.com/watch?v=80ow9FoMDvA&ab_channel=MicrosoftHelps

03. **Managing the settings**
https://www.youtube.com/watch?v=Sre2iBjRHg8&t=2s&ab_channel=SimpleAlpaca

04. **Essential apps**
https://www.microsoft.com/en-us/store/collections/essentialapps

05. **Connecting devices**
https://mobi.easeus.com/iphone-data-transfer/phone-to-pc-connection-software.html

06. **Computers and safety**
https://www.youtube.com/watch?v=inWWhr5tnEA&ab_channel=Simplilearn

Co-funded by
the European Union

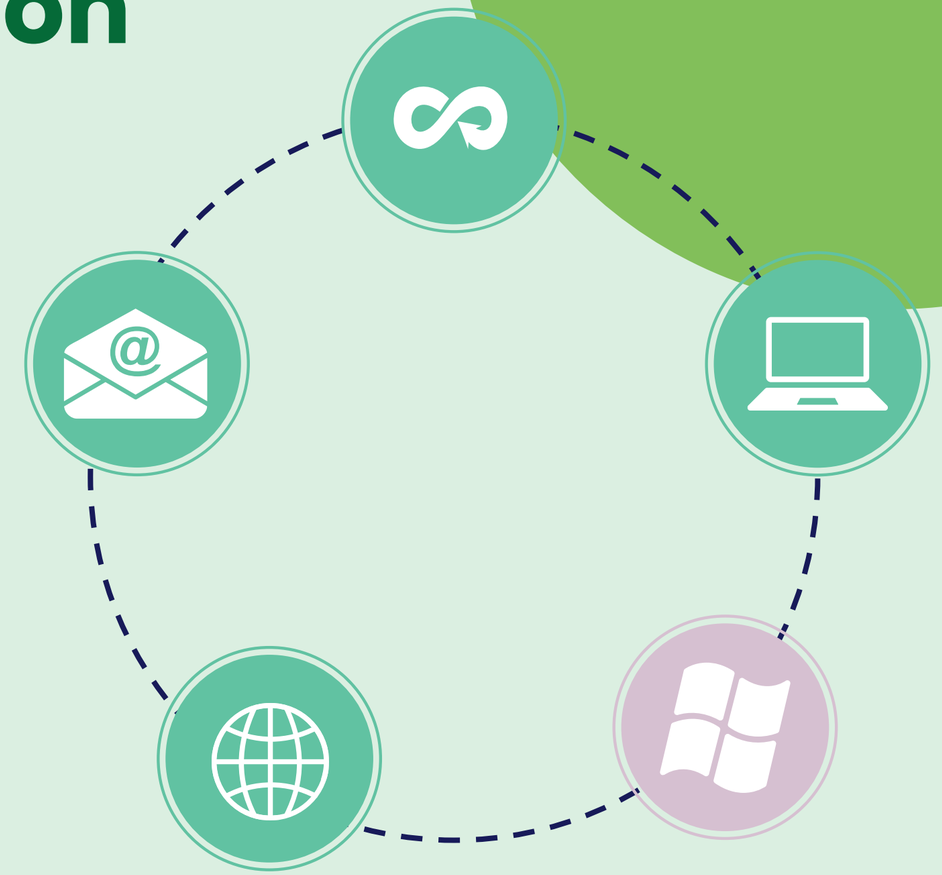
INCLUDE -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Well done! What is next on your learning journey?

Go ahead and select a new unit!



Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Want to know more about the INCLUDE-CE project?

http:// www.include-ce.eu

Quiz results: 1-2; 2-3; 3-3; 4-1; 5-3; 6-2

Template made by Mindshift using Canva

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

INCLUDE-CE

Inclusion and Digital empowerment through circular economy

Module 4

File management and internet basics

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number 2022-2-MT01-KA220-YOU-000097092

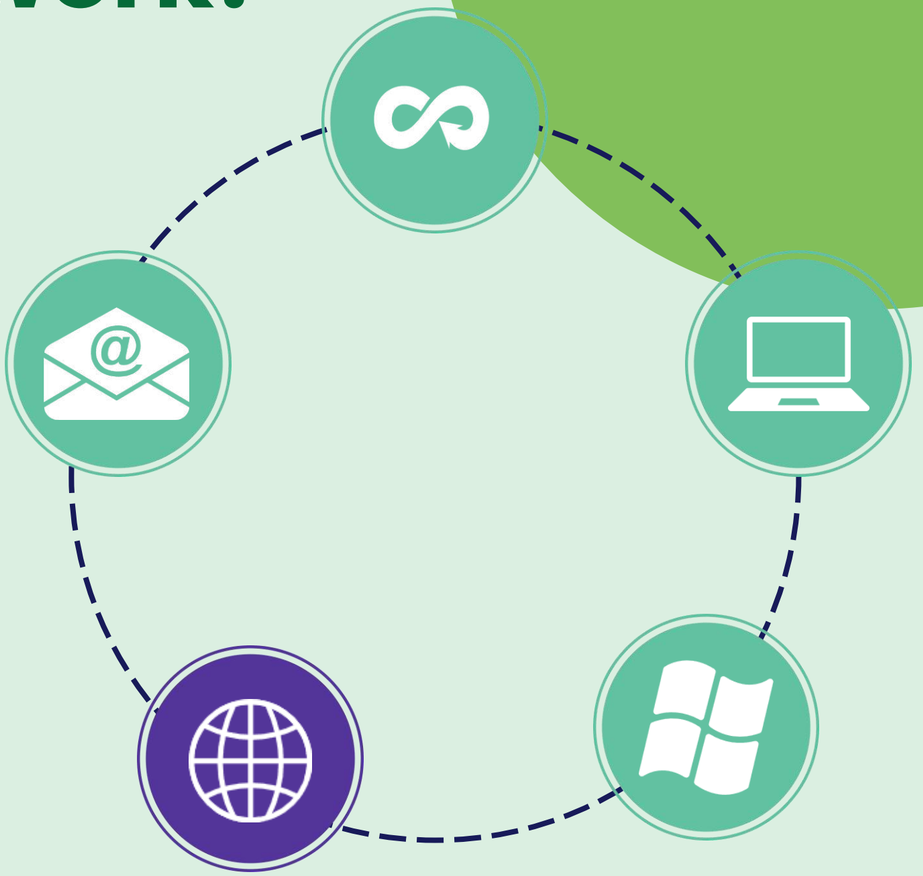
INCLUDE -CE

circular economy to infinity

How does this course work?

This course encompasses a set of 5 modules, and it is designed to engage you in the topics, issues and activities that can help you acquire or improve your circular economy and basic digital skills on the use of computer devices.

It is a modular course, which means that you can pick up at where you feel you need training. Right now, you are at **Module 4 – File management and internet basics**.



Co-funded by the European Union

Welcome to Module 4

01. In this module, you will learn about File Management and Internet Basics. We will explore important topics that will help you become more skilled in managing your files and using the Internet safely.

02. Whether you are new to these concepts or looking to improve your skills, this module is designed to provide you with valuable knowledge and practical tips that you can apply in your daily life.

03. Get ready to learn more about these topics and navigate safely in this section!

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

INCLUDE -CE

circular economy to infinity

1

Understand File Management: Learn the importance of organising your files and discover different methods for managing them effectively.

2

Explore Cloud Solutions: Discover the benefits of using cloud storage services such as Google Drive, OneDrive, and Dropbox for storing and accessing your files from anywhere.

3

Learn About Physical Storage: Explore various physical storage options including USB pen drives, computer storage, and SD cards.

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

INCLUDE -CE

circular economy to infinity

4

Master Internet Basics: Gain a basic understanding of Internet usage, web browsers, and essential Internet terminology to navigate the online world confidently.

5

Practice Safe Internet Habits: Learn how to recognise online threats, protect your personal information, and practice safe browsing habits to stay secure online.

6

Apply Learned Skills: Implement the acquired knowledge and techniques in real-world scenarios to enhance file management efficiency and online safety.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learning contents

Theoretical and/or factual knowledge to help you get acquainted with file management and internet basics

Co-funded by
the European Union

Keeping updated

Link 1. What Is File Management?

Link 2. Organising Digital Files: 11 Ideas

File management

INCLUDE -CE
circular economy to infinity

File management is the process of organising, storing, and accessing digital files efficiently. It involves maintaining an organised structure for your files to facilitate easy retrieval and usage. Effective file management is crucial for individuals and organisations alike as it ensures that important documents and data are readily available when needed.

Organising files is essential for several reasons. It improves productivity by reducing the time spent searching for specific documents. It also helps in avoiding clutter and confusion, leading to a more efficient workflow. Additionally, organised files contribute to better data security and backup procedures, ensuring that important information is not lost or misplaced.

Co-funded by the European Union

Keeping updated

Link 1. Google Drive vs. OneDrive vs. Dropbox

Explore Cloud Solutions

INCLUDE -CE
circular economy to infinity

Cloud solutions revolutionised file management by providing users with efficient and accessible ways to store, organise, and collaborate on their digital assets. With services like Google Drive, OneDrive, and Dropbox, users can seamlessly access their files from any device with an internet connection, enhancing productivity and flexibility in their workflow.

These cloud platforms offer robust features such as efficient file organisation tools, real-time collaboration capabilities, and stringent security measures to protect sensitive data. Moreover, cloud storage services are cost-effective and scalable, making them an ideal solution for individuals.

Co-funded by the European Union

Keeping updated

Link 1. UBS Flash Drive or Memory Stick Tutorial

Link 2. How to use a USB

Link 3. How to use a SD Card

Physical Storage

INCLUDE -CE
circular economy to infinity

Understanding physical storage options is essential for effective file management in both personal and professional settings.

This section explores various physical storage solutions, including USB pen drives, computer storage, and SD cards, offering users insight into the diverse options available for storing their digital files securely.

You will gain knowledge on the unique features and benefits of each physical storage device, enabling them to make informed decisions based on their specific storage needs and preferences. Whether it is the portability of USB pen drives, the expansive storage capacity of computer storage, or the versatility of SD cards, you will discover the most suitable physical storage solution to meet the file management requirements.

Co-funded by
the European Union

Keeping updated

Link 1. How to use Edge Browser

Link 2. Edge: Tutorials for Beginners

Link 3. How to use Chrome

Internet Basics

INCLUDE -CE
circular economy to infinity

Mastering Internet basics is essential for navigating the online world with confidence and efficiency. This section provides participants with a foundational understanding of Internet usage, including essential concepts such as web browsers and key Internet terminology.

You will acquire the knowledge needed to effectively navigate the Internet, from basic browsing techniques to understanding the functionality of web browsers like Microsoft Edge and Google Chrome. Once you have gained insight into essential Internet terminology, you will be equipped to engage with online content and navigate digital platforms with ease and confidence.

Co-funded by
the European Union

Keeping updated

Link 1. Creating a Safer Internet for Everyone

Link 2. Safe Browsing Habits

Link 3. How to make your online browsing safer

Safe Internet Habits

INCLUDE -CE
circular economy to infinity

Developing safe Internet habits is paramount for maintaining online security and protecting your personal information. This section focuses on educating you on how to identify and mitigate online threats, safeguard your personal data, and adopt safe browsing practices.

You will learn valuable skills such as recognising common online threats, including phishing scams and malware attacks, and implementing effective strategies to protect your personal information from unauthorized access. Additionally, you will gain insights into best practices for safe browsing, such as using secure connections and regularly updating software, to mitigate risks and ensure a safer online experience.

Co-funded by the European Union

Keeping updated

Link 1. Top 10 Electronic File Management Best Practices

Practice!

Implement the acquired knowledge and techniques in real-world scenarios to enhance your file management efficiency and online safety.

Use the strategies and insights gained from this module to effectively organise your files and navigate the internet securely. Rest assure that if you apply these skills in practical situations, you will not only improve your file management practices but also strengthen your overall online security.

INCLUDE -CE
circular economy to infinity

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Learning activities

Task cards specifically designed to provide you with real-world challenges and supply you with practical information about file management and internet basics

Co-funded by
the European Union

INCLUDE-CE

circular economy to infinity

Task card 1

Using Pen Drives

Co-funded by
the European Union

Outline

This task card provides learners with an in-depth exploration of USB pen drives, essential tools in modern computing for data storage and transfer. USB pen drives, also known as flash drives or thumb drives, offer portability and convenience, making them indispensable for various tasks such as backing up files, sharing documents, and transferring data between devices.

This task card will guide you through 3 steps to help you use pen drives:

- Identify the available USB ports on your computer.
- Insert the USB pen drive into the USB port securely.
- Transfer a file from your computer or device onto the USB pen drive.

Co-funded by
the European Union

Action 1: Identify the available USB ports on your computer

Link 1. How to use a USB Drive

Link 2. USB Types: Various Types of USB Cables (A, B and C) and Their Differences

INCLUDE-CE

circular economy to infinity

Step1: Locate the USB ports on your computer or device. USB ports are commonly located on the sides, back, or front panel of computers, laptops, and other electronic devices. Look for the USB symbol, usually depicted as a trident-like symbol, near the ports to identify them.

Step2: Check the type of USB ports available. USB ports come in different versions, such as USB-A, USB-B, USB-C, and micro-USB. Ensure compatibility between the USB pen drive and the USB port type on your device.

Step3: Count the number of available USB ports. Depending on your device, you may have multiple USB ports available for connecting USB pen drives and other peripherals. Identifying the number of ports helps determine the available options for connecting devices simultaneously.

Co-funded by the European Union

Action 2: Insert the USB pen drive into the USB port securely

Link 1. PC USB Ports Explained

Link 2. Identifying Different Ports on Your Device

Step1: Hold the USB pen drive with the USB connector facing up. Align the connector with the USB port on your computer or device, ensuring the orientation is correct to avoid damaging the port or the pen drive.

Step2: Gently insert the USB pen drive into the USB port. Apply steady pressure until the pen drive is fully inserted into the port. You may feel slight resistance but avoid forcing the pen drive into the port.

Step3: Listen for the click sound indicating a secure connection. Once properly inserted, you should hear a click, ensuring that the USB pen drive is securely connected to the USB port and ready for use.

Co-funded by the European Union

Action 3: Transfer a file from your computer onto the USB pen drive

Link 1. Saving files to a USB Drive

Link 2. Best Way to Transfer Files Between Devices

INCLUDE-CE

circular economy to infinity

Step1: Open File Explorer (Windows) or Finder (Mac) on your computer or device. Navigate to the location of the file you want to transfer onto the USB pen drive.

Step2: Select the file you wish to transfer. Click and drag the file onto the USB pen drive icon in the file explorer window. Alternatively, right-click on the file, select "Copy," then navigate to the USB pen drive location and right-click again to select "Paste."

Step3: Wait for the file transfer to complete. Depending on the file size and transfer speed, it may take a few moments to transfer the file onto the USB pen drive. Once the transfer is finished, safely eject the USB pen drive from the computer or device to avoid data loss.

Co-funded by the European Union

Summary

In this task, you delved into the world of one of the most used data storage devices: the USB pen drives, crucial devices for modern data management. Through three distinct actions, you have learned how to identify available USB ports on your computer or device, securely insert the USB pen drive, and transfer files onto it.

Practical exercises are essential to develop skills. Continue the practice with saving different documents from your device to the Pen Drive and vice versa.

Co-funded by
the European Union

INCLUDE-CE

circular economy to infinity

Task card 2

Understanding Internet Basics

Co-funded by
the European Union

Outline

This task card is designed to help you, as a young migrant, gain a basic understanding of Internet basics, including web browsing and essential terminology, to navigate the online world confidently. Using simplified instructions and practical exercises, you will build fundamental skills necessary for using the Internet effectively.

This task card will guide you through 3 steps to help you understand internet basics:

- Learn about web browsers.
- Explore basic internet terminology.
- Practice simple web browsing.

Co-funded by
the European Union

Action 1: Learn about web browsers

Link 1. What is a web browser

Link 2. Chrome vs. Firefox vs. Edge vs. Brave

Link 3. Search engine Basics

Step1: Understand the concept of web browsers, also called search engines. A web browser is a software application used to access information on the World Wide Web (WWW). It allows you to view websites, browse pages, and interact with online content.

Step2: Identify common web browsers. Examples of popular web browsers include Google Chrome, Mozilla Firefox, Microsoft Edge, and Brave. Each browser has its features and functions but serves the same purpose of accessing the Internet.

Step3: Choose and open a web browser. Select one of the available web browsers on your device and open it to explore the Internet. Look for the browser icon on your desktop or in the applications menu to launch it.

Co-funded by the European Union

Action 2: Explore basic Internet terminology

Link 1. Common Internet Terms

Link 2. How search engines work

Link 3. Internet Safety: Your Browser's Security Features

Step1: Learn common Internet terms. Familiarise yourself with terms such as website, URL (Uniform Resource Locator), hyperlink, search engine, internet safety, homepage. Understanding these terms will help you navigate and communicate effectively online.

Step2: Practice identifying Internet elements. Visit a website of your choice and identify different elements, such as links, buttons, and search bars. Pay attention to how these elements function and interact with each other on the webpage.

Step3: Ask questions and seek clarification. If you encounter unfamiliar terms or concepts while browsing the Internet, do not hesitate to ask for help or search for explanations online. Learning is a continuous process, and asking questions is a valuable part of the learning journey.

INCLUDE-CE
circular economy to infinity

Co-funded by the European Union

Action 3: Practice simple web browsing

Link 1. Basic Search Strategies

Link 2. Online Research: Tips for Effective Search Strategies

Link 3. Browser basics: accessing bookmarks and history

INCLUDE-CE

circular economy to infinity

Step1: Navigate to a familiar website. Choose a website you are familiar with, such as a news site, social media platform, or educational resource. Use the address bar in your web browser to enter the website's URL or search for it using a search engine.

Step2: Explore the website's content. Once on the website, take some time to explore different pages, articles, or sections. Click on links, images, or buttons to navigate around the site and familiarise yourself with its layout and features.

Step3: Experiment with basic browsing functions. Practice common browsing tasks such as scrolling up and down, clicking on links to navigate to other pages, and using the back and forward buttons to revisit previously viewed pages. Experimenting with these functions will help you feel more comfortable and confident while browsing the Internet.

Co-funded by the European Union

Summary

In this task, you have embarked on a journey to master Internet basics, starting with learning about web browsers, exploring basic Internet terminology, and practicing simple web browsing.

With these actions, you have taken the first steps towards confidently navigating the online world, empowering yourself to access information, communicate, and participate in online communities effectively. Remember, learning is a continuous process, and each step you take brings you closer to becoming a proficient Internet user. Learn more by choosing a browser that gives you more information and security online.

INCLUDE -CE
circular economy to infinity

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Storytelling scenarios

Story-based situations designed for your reflection and to help illustrate how file management and internet basics can be put in practice by you

Co-funded by the European Union

Scenario 1: Safe Internet Habits

You are excited to buy a new smartphone online after saving up for weeks. You find a website offering the latest model at an unbelievably low price. Despite the temptation, you pause and remember your commitment to safe internet habits. You decide to conduct a quick background check on the website.

After a brief search, you discover several negative reviews mentioning scams and fake products associated with the website. Despite the allure of the deal, you prioritise your online security and personal information. You opt to purchase the smartphone from a reputable and trusted online retailer, ensuring a safe and secure transaction.

Co-funded by
the European Union

Scenario 1: Safe Internet Habits

INCLUDE-CE

circular economy to infinity

01. What factors influenced your decision to pause and conduct a background check on the website before making a purchase?

02. How do you evaluate the credibility of an online retailer to ensure safe transactions and protect your personal information?

03. In what ways can you apply the lessons learned from this scenario to future online shopping experiences to maintain safe internet habits?

Co-funded by
the European Union

Scenario 1: Safe Internet Habits

INCLUDE -CE
circular economy to infinity

TRY TO

Always research the credibility of the website before making a purchase by checking reviews and ratings from other users.

TRY TO

Use secure payment methods such as credit cards or PayPal when making online purchases, that offer additional layers of protection against fraud and unauthorised transactions.

AVOID TO

Rush into purchases solely based on attractive deals or discounts without verifying the credibility of the website first.

AVOID TO

Provide sensitive personal information such as your social security number, bank account details, or passwords to unverified or suspicious websites.

Co-funded by the European Union

Scenario 2: Files Backup Dilemma

You have been struggling with managing your files scattered across multiple devices and USB drives. A friend suggests exploring cloud storage solutions to streamline your file organisation and access. Intrigued, you decide to give it a try and sign up for Google Drive, one of the most popular cloud storage services.

After creating your account, you upload a few important documents to Google Drive, including work presentations and personal photos. As you explore the platform, you discover its features like file sharing, collaboration, and automatic backup, which seem incredibly useful for your needs. You feel relieved knowing that your files are securely stored in the cloud and easily accessible whenever you need them, regardless of your device or location.

Co-funded by
the European Union

INCLUDE -CE
circular economy to infinity

Scenario 2: Files Backup Dilemma

INCLUDE -CE

circular economy to infinity

01. How did exploring cloud storage solutions like Google Drive help simplify your file management process?

02. What benefits did you find most valuable while using Google Drive, and how do they compare to traditional file storage methods?

03. In what situations or tasks can you envision yourself using cloud storage services in the future to enhance productivity and accessibility??

Co-funded by
the European Union

Scenario 2: Files Backup Dilemma

INCLUDE -CE
circular economy to infinity

TRY TO

Implement a systematic approach to organise and categorise your files within Google Drive, making it easier to locate and manage them efficiently.

TRY TO

Take advantage of collaboration features offered by cloud storage platforms to work collaboratively on projects with teammates or share files with friends and family securely.

AVOID TO

Rely solely on local storage solutions like USB drives or hard disks without backing up important files to the cloud, risking data loss in case of device failure or loss.

AVOID TO

Share sensitive or confidential information publicly or with unauthorised individuals on cloud storage platforms, prioritising privacy and security of your data.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tips

A checklist of best practices for you to adopt on file management and internet basics

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 1

Use folders and subfolders to organise your files systematically. For example, within your "Documents" folder, create subfolders such as "Work," "School," and "Personal" to categorise your files based on their purpose or context. This hierarchical structure makes it easier to locate specific files when needed.

Implement a consistent naming convention for files to enhance searchability and clarity. For instance, use descriptive names that reflect the content of the file and include relevant keywords.

Additionally, consider including dates or version numbers in the file names to track revisions or updates.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 2

Take advantage of the free storage plans offered by cloud storage providers like Google Drive, OneDrive, and Dropbox to store essential files securely without taking up space on your device. These services offer generous storage capacities and allow you to access your files from any internet-enabled device, providing flexibility and convenience.

Enable two-factor authentication (2FA) for an added layer of security when accessing your cloud storage accounts. 2FA requires you to provide two forms of identification (e.g., password and a unique code sent to your phone) before granting access to your account, significantly reducing the risk of unauthorized access.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 3

Regularly back up your important files to multiple physical storage devices such as USB pen drives, external hard drives, and SD cards to prevent data loss in case of device failure or damage. This redundancy ensures that you have multiple copies of your files stored in different locations, reducing the risk of losing valuable data.

Store physical storage devices in a safe and secure location away from extreme temperatures, humidity, and magnetic fields. Avoid exposing them to direct sunlight or placing them near electronic devices that generate heat, as these conditions can damage the storage media and compromise the integrity of your files.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 4

Install reputable antivirus software and keep it updated regularly to protect your device from malware, viruses, and other online threats while browsing the Internet. Choose a security solution that offers real-time protection, automatic updates, and features such as web filtering and ransomware protection to safeguard your device and personal information effectively.

Use strong, unique passwords for your online accounts and consider using a password manager to securely store and manage your login credentials as they generate complex passwords for each of your accounts and encrypt them, ensuring that your passwords are secure and easily accessible whenever needed.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 5

Be cautious when clicking on links or downloading attachments from unknown sources to avoid falling victim to phishing scams and malware infections. Verify the legitimacy of the sender and scrutinise the content of emails or messages before interacting with them. If in doubt, refrain from clicking on suspicious links or opening unfamiliar attachments.

Regularly review your privacy settings on social media platforms and adjust them to control who can see your posts, photos, and personal information. Limit the visibility of your profile to trusted friends and family members and be mindful of the information you share online to minimise the risk of identity theft or privacy breaches.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 6

Practice regular file maintenance routines such as decluttering and organising your digital files to maintain a tidy file management system. Schedule regular clean-up sessions to delete unnecessary files, archive older documents, and reorganise folders as needed, ensuring that your files remain organised and accessible.

Stay updated on the latest cybersecurity trends and best practices to adapt your online habits and ensure continued protection of your personal information and digital assets. Follow reputable cybersecurity blogs, attend webinars, and participate in online forums to stay informed about emerging threats and effective security measures.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Quiz

Multiple-choice test for you to make a self-assessment of what you have learned on file management and internet basics

Co-funded by
the European Union

Question 1

What is a recommended method for organising files effectively?

01. Keeping all files in a single folder.

02. Using folders and subfolders to categorise files.

03. Randomly naming files without any specific convention.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 2

Which benefit does cloud storage offer compared to traditional physical storage options?

01. Limited storage capacity.

02. Inability to access files remotely.

03. Storing files securely and accessing them from anywhere.

Co-funded by
the European Union

Question 3

Which of the following devices is commonly used for storing files and transferring them between computers?

01. USB pen drive.

02. Wireless router.

03. Computer monitor.

Co-funded by
the European Union

Question 4

What is a recommended practice for staying safe while browsing the Internet?

01. Using weak passwords for online accounts.

02. Installing outdated antivirus software.

03. Using strong, unique passwords and keeping antivirus software updated.

Co-funded by
the European Union

Question 5

What should you do to avoid falling victim to phishing scams?

01. Click on links from unknown sources without hesitation.

02. Regularly review privacy settings on social media.

03. Share personal information with anyone online.

Co-funded by
the European Union

Question 6

What is a recommended routine for maintaining efficient file management?

01. Never organise or declutter files.

02. Regularly declutter and organise digital files.

03. Keep all files on the desktop for easy access.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learn more

Web sources for further reading on how file management and internet basics can be put in practice

Co-funded by
the European Union

Useful resources

01. **File and folder management**
www.red-dot-geek.com/manage-files-folders/

02. **What is the Internet**
www.khanacademy.org/introducing-the-internet

03. **What is cloud storage & how does it work?**
www.youtu.be/zo2fRdePLhs?si=V-iBJAdHrQkNDbQR

04. **Cybersecurity Basics for Beginners**
https://us.norton.com/blog/how-to/cybersecurity-basics

05. **8 ways to free up space on your device**
www.howtogeek.com/free/up/disk/space/on/windows

06. **How to use a computer in 7 steps (plus expert tips)**
www.indeed.com/career-advice/career-development/how-to-learn-to-use-computer

Co-funded by
the European Union

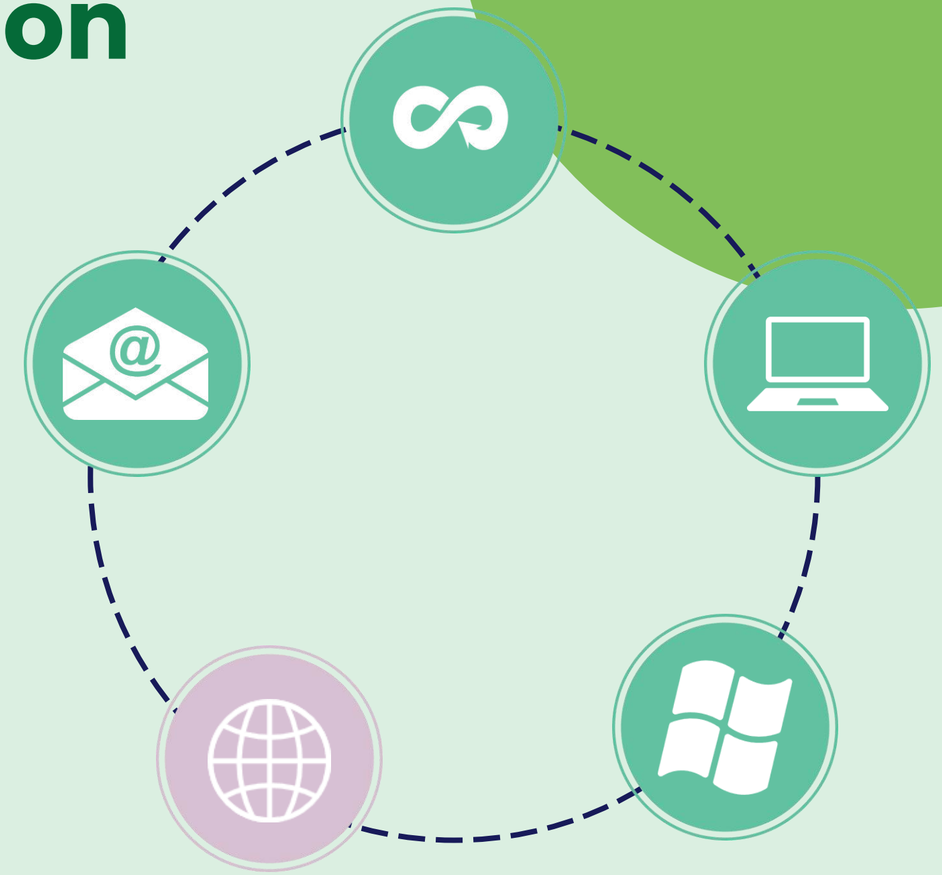
INCLUDE -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Well done! What is next on your learning journey?

Go ahead and select a new unit!



Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Want to know more about the INCLUDE-CE project?

http:// www.include-ce.eu

Quiz results: 1-2; 2-3; 3-1; 4-3; 5-2; 6-2

Template made by Mindshift using Canva

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

INCLUDE-CE

Inclusion and Digital empowerment through circular economy

Module 5

Email and document creation

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number 2022-2-MT01-KA220-YOU-000097092

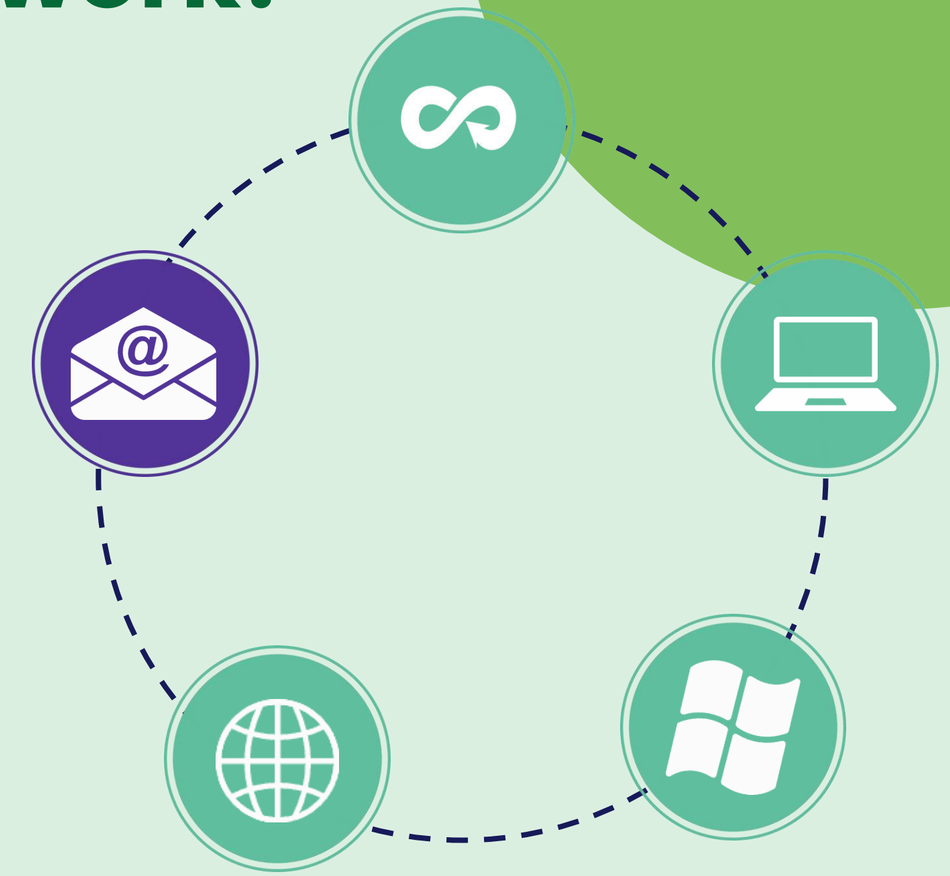
INCLUDE -CE

circular economy to infinity

How does this course work?

This course encompasses a set of 5 modules, and it is designed to engage you in the topics, issues and activities that can help you acquire or improve your circular economy and basic digital skills on the use of computer devices.

It is a modular course, which means that you can pick up at where you feel you need training. Right now, you are at **Module 5 – Email and document creation**.



Co-funded by the European Union

Welcome to Module 5

01. In this module, you will acquire vital skills for managing email accounts and creating impactful Word documents.

02. It will take you from the basics of email to security practices, covering topics such as account creation, inbox management, composing messages, and protection against spam.

03. Simultaneously, you will master Word processing essentials, including formatting, collaboration, and innovative document design, fostering both technical proficiency and responsible practices.

Co-funded by
the European Union

INCLUDE -CE
circular economy to infinity

Learning outcomes

At the end of this module, you can:

1

Define the key and security components of an email system, including sender, recipient, subject, body, attachments and stress strong password

2

Define the purpose and components of a word document.
Identify basic elements such as the ribbon, toolbar and document view options.

3

Develop proficiency in setting up and configuring email accounts using popular clients such as Gmail and Outlook

Co-funded by
the European Union

Learning outcomes

At the end of this module, you can:

4

Use basic Word functions for effective document creation. Apply varied text formatting options, enhancing font styles, sizes, and alignment to improve document appearance.

5

Responsible email communication respecting privacy and confidentiality and autonomous organisation through mail strategies with folders, labels and filters to optimise efficiency.

6

Independent design of documents choosing of layouts, fonts, styles and structures and making responsible use of information in the creation of documents, avoiding plagiarism.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learning contents

Theoretical and/or factual knowledge to help you get acquainted with email and document creation

Co-funded by
the European Union

Keeping updated

Link 1. What is an email?

Link 2. Gmail basics tutorial

Link 3. Introduction to email

Link 4. Email overview

Link 5. What is Gmail?

Key Concepts of an Email

INCLUDE -CE
circular economy to infinity

Email, short for electronic mail, is a method of exchanging digital messages over electronic communication systems. At its core, email allows users to send text messages as well as attachments such as images, documents, or videos over the Internet using unique email addresses. These addresses consist of a username and a domain, separated by the "@" (at) symbol. Email messages are sent and received using email servers, which handle storage, delivery, and reception of the messages. Email is a fast, efficient communication tool widely used in both personal and professional settings.

Co-funded by the European Union

Keeping updated

Link 1. Email overview

Link 2. Basics tasks

Link 3. 10 Components of an Effective Email

Link 4. Responding to email

Key Elements of an Email

INCLUDE -CE
circular economy to infinity

Sender and Recipient: The individuals involved in the email communication process, where the sender initiates the message, and the recipient receives and responds to it.

Subject and Body: The subject line represents the summary of the email's content, while the body contains the main message. A clear and concise subject line is crucial for effective communication.

Attachments: Files or documents appended to an email for additional information or context, enhancing communication by facilitating the sharing of data.

Inbox: Where all received emails are displayed, serving as the central hub for email management.

Co-funded by the European Union

Keeping updated

Link 1. Email security

Link 2. Gmail: managing emails

Link 3. Email Security Best Practices: What to Look for in Email Security

Link 4. Creating filters

Link 5. Key features in Gmail

Key Components of an email as a Gmail

INCLUDE -CE
circular economy to infinity

Search Bar: Enables users to quickly find specific emails by searching keywords, sender names, or other criteria.

Email List: Displays emails with essential details such as sender, subject, and date, facilitating easy navigation.

Action Options: Buttons for performing common actions like reply, forward, archive, and delete, streamlining email management tasks.

Settings: Allows users to customize Gmail settings according to their preferences, enhancing personalisation and productivity.

Strong Password: A secure and complex combination of characters used to access email accounts, serving as a crucial security measure to prevent unauthorised access.

Co-funded by the European Union

Keeping updated

Link 1. Introduction to Microsoft Word

Link 2. 24 Microsoft Word Tips to Make Your Life Easier

Word Document Purpose and Components

INCLUDE -CE
circular economy to infinity

A Word document serves as a versatile tool that facilitates the creation, editing, and formatting of textual content. It acts as a dynamic platform for effective communication, providing users with the capability to craft, modify, and format written information. Beyond being a document creation tool, it functions as a medium for presenting information in a structured and visually appealing manner. Whether for professional documents, academic papers, or personal notes, Word enables users to convey ideas and information with clarity and precision, making it an essential tool for various communication and documentation needs.

Co-funded by the European Union

Identification of Basic Elements in the Word interface

INCLUDE -CE
circular economy to infinity

The Word interface is designed for seamless document creation and manipulation. The Ribbon, a centralised toolbar, organises commands into tabs, simplifying access to formatting tools. The Toolbar, or Quick Access, can be customised for quick access to frequently used commands, enhancing efficiency.

Document View Options allow users to switch between different views, aiding tasks like formatting and reviewing. Understanding these elements is essential: The Ribbon provides comprehensive tools, the Toolbar improves workflow, and Document View Options enhance flexibility for effective document work.

Keeping updated

Link 1. Understanding the Word Ribbon

Link 2. 35 Microsoft Word trips and tricks for creating a CV

Co-funded by the European Union

Keeping updated

Link 1. Starting using Word – create your first Word document

Link 2. Word Processing Tutorial

Basic Functionalities in Microsoft Word

INCLUDE -CE
circular economy to infinity

Formatting options refer to the various tools and commands available in Word to customise the appearance of text and objects within a document. These options include font styles, sizes, colors, alignment, spacing, indentation, and paragraph formatting.

Styles and themes in Word enable users to apply consistent formatting throughout a document quickly. Styles are predefined sets of formatting attributes that can be applied to text and paragraphs, while themes are sets of coordinated fonts, colours, and effects that can be applied to an entire document to create a cohesive look and feel.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Learning activities

Task cards specifically designed to provide you with real-world challenges and supply you with practical information about email and document creation

Co-funded by the European Union

INCLUDE-CE

circular economy to infinity

Task card 1

Setting up and
configuring a Gmail account

Co-funded by
the European Union

Outline

This task card is designed to provide you with a real-world challenge: setting up and configuring a Gmail account.

By completing this task, you will develop practical email management skills and gain insights into the value of devices within the circular economy.

Understanding the importance of effectively managing digital communication and recognising the value of devices within the circular economy are essential skills in today's interconnected world.

This task card will guide you through 3 to help you set up and configurate a Gmail account:

- Setting up a Gmail account
- Configurating Gmail account settings
- Syncing and managing Gmail emails

Co-funded by
the European Union

Action 1: Setting Up a New Gmail Account

Link 1. Account Creation

Link 2. Setting up

Link 3. How to use

INCLUDE-CE
circular economy to infinity

Step1: Choose Gmail as Your Email Client:
Consider the benefits of using Gmail, such as its intuitive interface, powerful search capabilities, and integration with other Google services. Visit the Gmail signup page and click on the "Create Account" button to begin the registration process.

Step2: Provide Personal Information:
Enter your name, desired email address, and password in the appropriate fields. Review Google's privacy policy and terms of service to understand how your information will be used and protected.

Step3: Verify and Access Your Account:
Check your alternate email or phone for a verification code and enter it to verify your account. Once verified, log in to your new Gmail account using your credentials and explore the features and settings.

Co-funded by the European Union

Action 2:
Configuring Gmail Account Settings

Link 1. Gmail Settings

Link 2. Gmail Help

Link 3. How To Customise Gmail Settings

INCLUDE-CE
circular economy to infinity

Step 1: Access Gmail Settings:
Click on the gear icon in the top right corner of the Gmail interface and select "Settings" from the dropdown menu.
Explore different tabs such as "General," "Labels," and "Filters and Blocked Addresses" to customise your account settings.

Step 2: Customize Email Preferences:
Adjust settings such as inbox type, email signature, and vacation responder according to your preferences.
Enable or disable features like conversation view, keyboard shortcuts, and smart reply to optimise your Gmail experience.

Step 3: Enhance Security and Privacy:
Enable two-step verification to add an extra layer of security to your account and protect it from unauthorised access. Review and adjust privacy settings such as email visibility and data sharing to ensure your personal information is protected.

Co-funded by the European Union

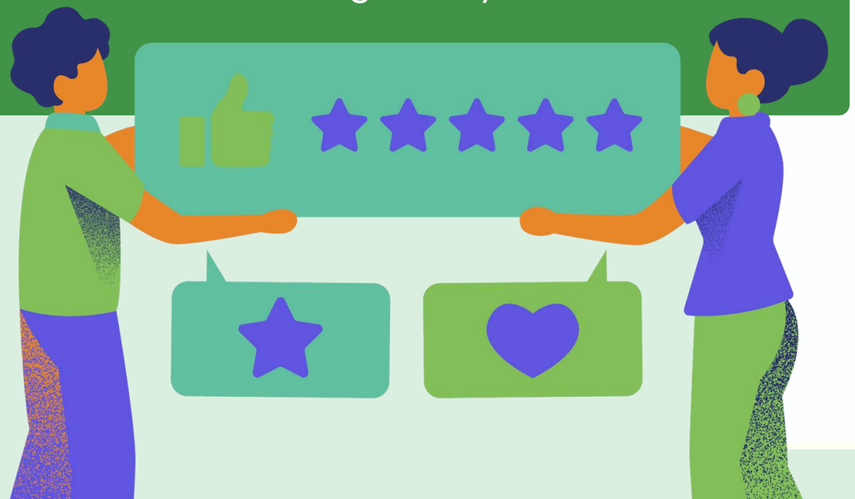
Action 3: Syncing and Managing Gmail Emails

Link 1. Buttons in your Gmail toolbar

Link 2. Safety Gmail

Link 3. Privacy Tips

Link 4. How to organise your Gmail



INCLUDE-CE

circular economy to infinity

Step 1: Set Up Email Sync Across Devices:
Enable IMAP or POP access in Gmail settings to sync your emails across multiple devices like smartphones, tablets, and computers. Follow instructions provided by Gmail to configure email syncing settings on each device.

Step 2: Organise and Manage Gmail Inbox:
Create labels and filters to organise your emails into categories like work, personal, or promotions. Use features like archiving, starring, or snoozing emails to keep your inbox clutter-free and prioritise important messages.

Step 3: Explore Advanced Gmail Features:
Familiarise yourself with advanced features like Gmail Labs experiments, email scheduling, and confidential mode to enhance your Gmail experience. Explore resources like Gmail Help Center and online tutorials to learn more about Gmail's features and capabilities.

Co-funded by the European Union

Summary

Through this task, you will develop proficiency in setting up and configuring email accounts using Gmail, one of the most popular email clients worldwide.

By mastering the setup and configuration process, you will enhance your ability to manage digital communication effectively, ensuring seamless access to emails across devices and optimising your productivity.

This skill is invaluable in both personal and professional contexts, empowering you to navigate the digital landscape with confidence and efficiency.

INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

INCLUDE-CE

circular economy to infinity

Task card 2

Enhancing document appearance in Microsoft Word

Co-funded by the European Union

Outline

This task card aims to develop users' proficiency in creating visually appealing and well-formatted documents using Microsoft Word. By mastering various formatting options and layout techniques, users can effectively enhance the appearance of their documents, making them more professional and engaging.

This skill is essential for conveying information clearly and effectively in academic, professional, and personal contexts. Through practical steps provided in the task card, users can improve their document creation and editing skills, ensuring their documents are of high quality and meet the desired visual standards.

This task card will guide you through 3 to help you enhance your document appearance through Microsoft Word:

- Apply varied text formatting options
- Enhance font styles
- Improve alignment

Co-funded by
the European Union

Action 1: Apply Varied Text Formatting Options

Link 1. How to design in Word documents

Step1: Select the text you want to format by clicking and dragging the cursor over it.

Step2: Use the Font group in the Home tab to adjust font styles, sizes, and colours according to your preferences.

Step3: Experiment with different formatting options such as bold, italics, underline, and strikethrough to emphasize key points and improve readability.

INCLUDE-CE
circular economy to infinity

Co-funded by the European Union

Action 2: Enhance Font Styles

Link 1. Using Word styles

Link 2. What are Advanced Font Controls in Microsoft Word?

Link 3. Microsoft Words styles and themes

Step1: Highlight the text you wish to modify by clicking and dragging the cursor over it.

Step2: Navigate to the Font group in the Home tab and select a desired font style from the dropdown menu.

Step3: Ensure consistency by applying the same font style throughout the document, maintaining readability and visual coherence.

INCLUDE-CE
circular economy to infinity

Co-funded by the European Union

Action 3: Improve Alignment

Link 1. How to align text in Word

Link 2. Align or justify text

Link 3. How to format paragraphs and alignment in Word - Office 365

Step1: Evaluate the overall layout and design of your document.

Step2: Adjust text alignment to enhance readability and visual appeal.

Step3: Use bullet points, numbering, or indentation to organise content and improve clarity.

Co-funded by the European Union

Summary

Mastering the art of enhancing document appearance in Microsoft Word is a valuable skill that will elevate the quality and professionalism of your written work.

By applying varied text formatting options, enhancing font styles, and improving alignment, you will create visually appealing documents that effectively communicate your message. These skills are essential for creating reports, presentations, and other documents that leave a lasting impression on your audience.

Keep practicing and experimenting with different formatting techniques to refine your document creation abilities further. With each document you create, you will become more proficient in using Microsoft Word to produce polished and impactful materials.

Co-funded by
the European Union

INCLUDE -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Storytelling scenarios

Story-based situations
designed for your reflection
and to help illustrate how
email and document creation
can be put in practice by you

Co-funded by
the European Union

Scenario 1: Phishing Alert

INCLUDE -CE

circular economy to infinity

You are a project manager working remotely for a multinational corporation. One morning, you receive an email that appears to be from your company's IT department, claiming that there has been a security breach in the system.

The email instructs you to click on a link to verify your account details immediately. However, upon closer inspection, you notice several red flags indicating that the email may be a phishing attempt.

As someone responsible for safeguarding sensitive company information, it is crucial to recognise and respond appropriately to potential phishing attacks to protect your email account and the organisation's data.

Co-funded by
the European Union

Scenario 1: Phishing Alert

INCLUDE -CE

circular economy to infinity

01. How would you determine whether the email is a legitimate communication from your company's IT department or a phishing attempt ?

02. What steps would you take to verify the authenticity of the email and protect your email account from potential security threats ?

03. How can you raise awareness among your colleagues about the risks of phishing attacks and the importance of vigilance in email security ?

Co-funded by
the European Union

Scenario 1: Phishing Alert

INCLUDE -CE
circular economy to infinity

TRY TO

Verify sender authenticity before clicking links.

TRY TO

Report suspicious emails promptly.

AVOID TO

Clicking on links from unknown senders.

AVOID TO

Sharing personal information in response to unsolicited requests.

Co-funded by the European Union

Scenario 2: Designing a presentation for a school project

You are tasked with creating a presentation for a school project on climate change.

You have the freedom to choose the layout, fonts, styles, and structures of the presentation.

However, it is crucial to make responsible use of information, properly acknowledging sources and avoiding plagiarism.

Co-funded by
the European Union

Scenario 2: Designing a presentation for a school project

INCLUDE -CE

circular economy to infinity

01. How do you plan to approach the design process for your presentation?

02. What strategies will you use to ensure that the information you include is properly sourced and attributed ?

03. How will you balance creativity and originality with the need to respect copyright and intellectual property rights ?

Co-funded by
the European Union

Scenario 2: Designing a presentation for a school project

INCLUDE -CE
circular economy to infinity

TRY TO

Conduct thorough research, plan the design process, and properly cite all sources to ensure responsible use of information.

TRY TO

Use a variety of fonts, colours, and visual elements to make the presentation visually engaging.

AVOID TO

Avoid copying and pasting information without proper attribution to prevent plagiarism.

TRY TO

Obtain permission and provide proper credit for copyrighted images or content to respect intellectual property rights and avoid legal issues.

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tips

A checklist of best practices for you to adopt on email and document creation

Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 1

Regularly review and update your knowledge of email security best practices, including the importance of using strong passwords.

Stay informed about common email security threats such as phishing attacks and malware to better protect your email accounts.

Familiarise yourself with the features and settings of your email client to optimise security and privacy settings.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 2

Implement email organisation strategies such as creating folders, labels, and filters to streamline email management and improve efficiency.

Practice regular email hygiene by archiving or deleting unnecessary emails and prioritising important messages.

Use encryption tools provided by your email client to enhance the security of sensitive information shared via email.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 3

Adopt a responsible approach to email communication by respecting privacy and confidentiality when handling sensitive information.

Exercise caution when clicking on links or downloading attachments from unknown or suspicious emails to avoid falling victim to phishing attacks or malware.

Take proactive steps to organise emails effectively using folders, labels, and filters to optimise efficiency and streamline communication workflows.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 4

Utilize the autosave feature. Enable the autosave feature in Microsoft Word to automatically save your document at regular intervals. This helps prevent loss of work due to unexpected computer crashes or power outages, ensuring that your progress is always preserved.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 5

Create a Style Guide. Develop a personalised style guide outlining preferred fonts, colours, heading styles, and other formatting preferences for your documents. Referencing this guide ensures consistency across all your documents and streamlines the design process.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Practical tip 6

Optimise for readability. Prioritise it when designing documents by selecting clear and legible fonts, avoiding excessive use of decorative fonts or complex layouts. Utilize ample white space, headers, and bullet points to enhance comprehension and engagement.

Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Quiz

Multiple-choice test for you to make a self-assessment of what you have learned on email and document creation

Co-funded by
the European Union

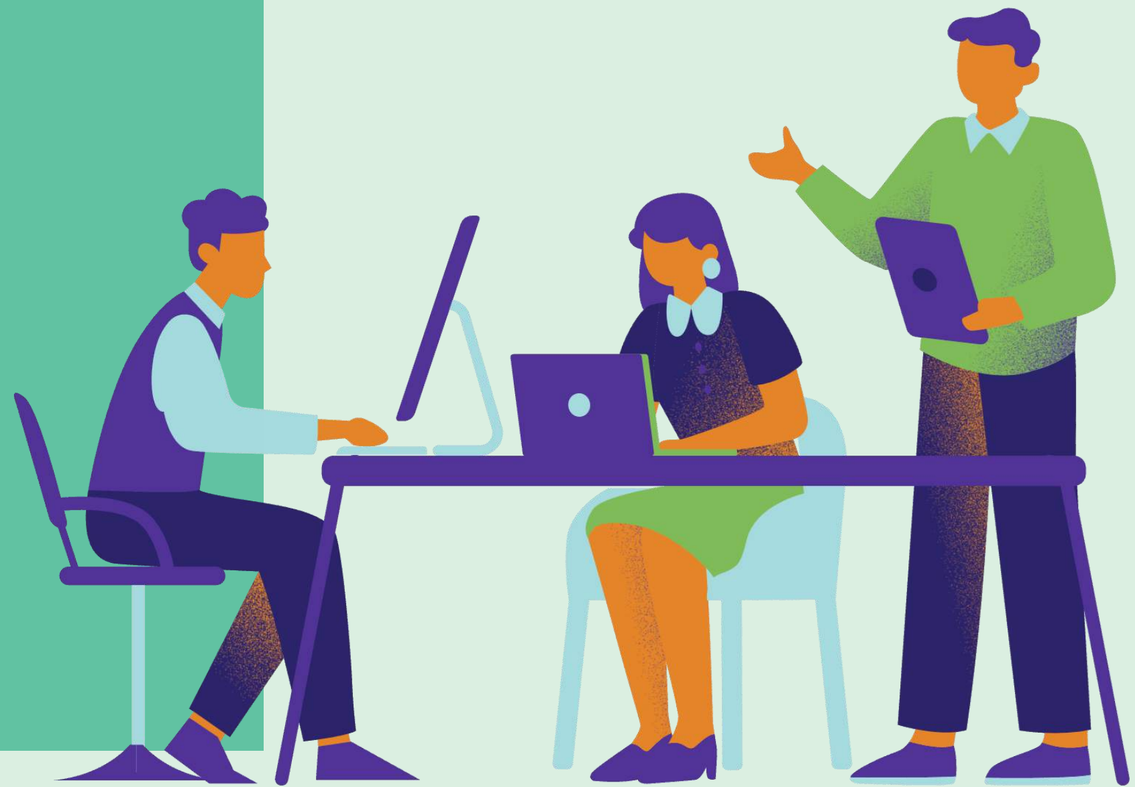
Question 1

What are the key components of an email?

01. Sender, subject, and date.

02. Email client, subject, and attachments.

03. Sender, recipient, subject, and message body.



INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

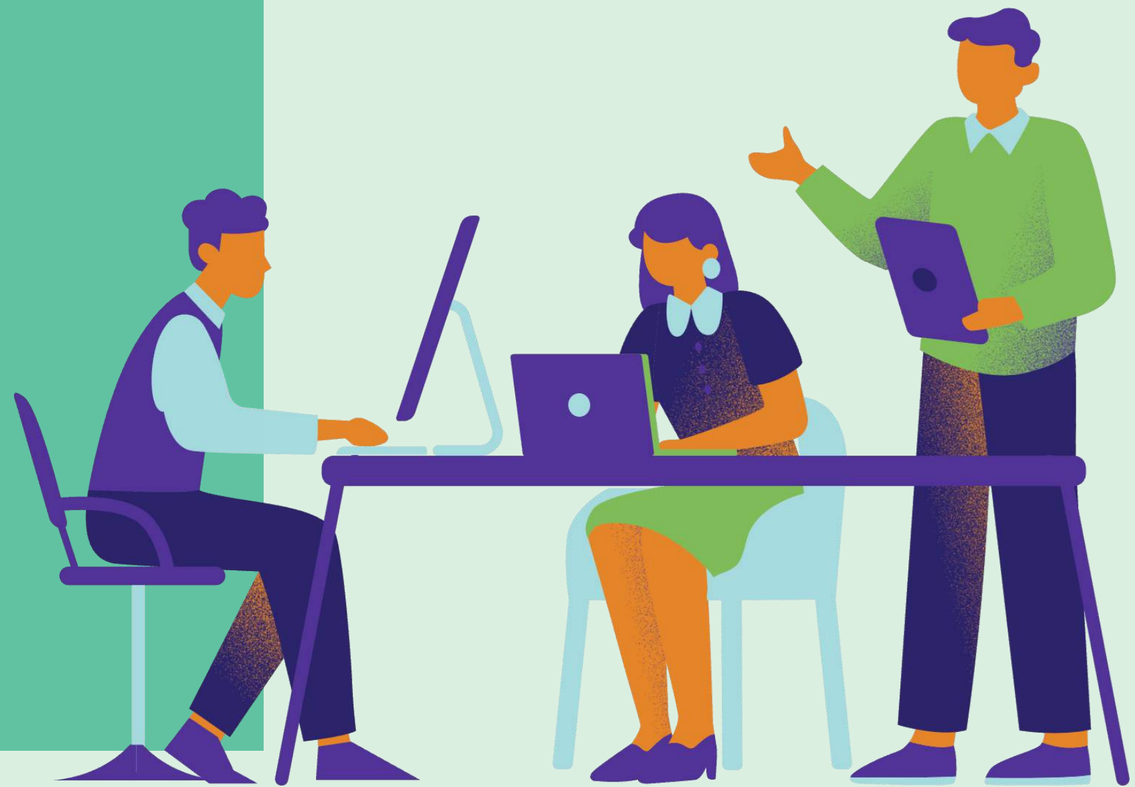
Question 2

Which feature in Microsoft Word allows users to quickly apply consistent formatting throughout a document?

01. Autosave.

02. Templates.

03. Spell Check.



Co-funded by
the European Union

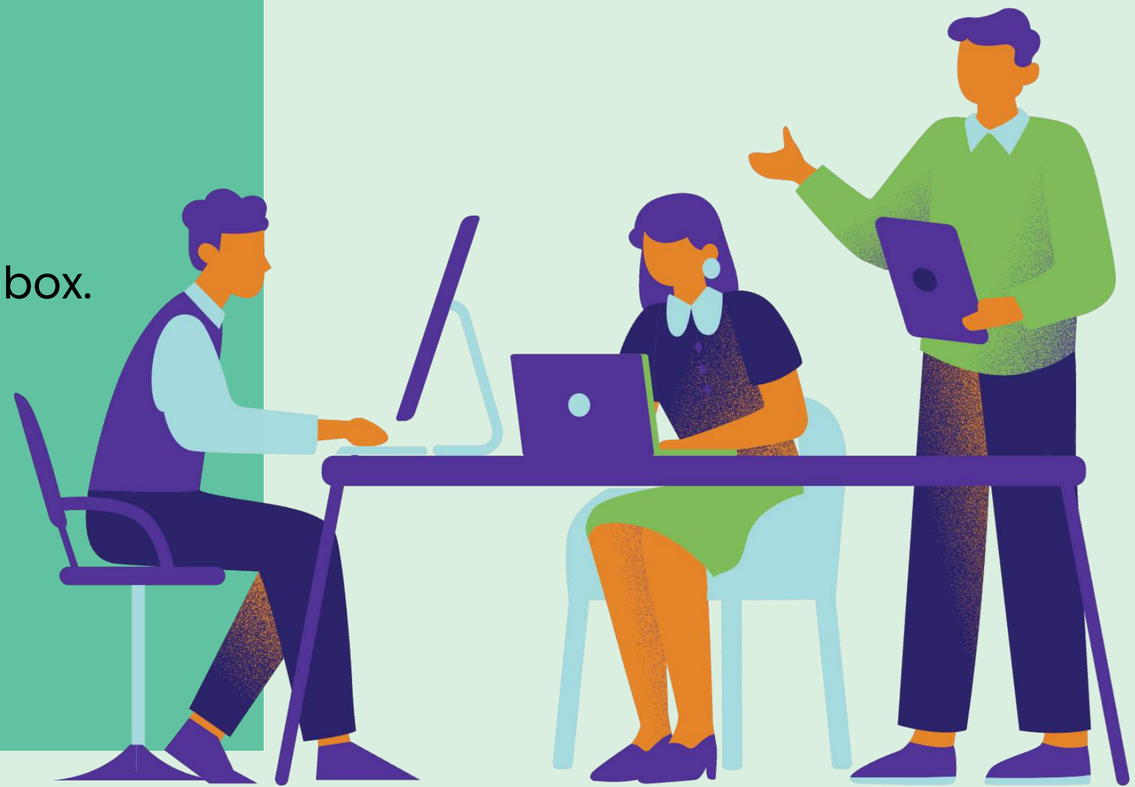
Question 3

What is a practical strategy for organising emails effectively in Gmail?

01. Sending all emails to the archive folder,
.

02. Creating labels and filters to categorise emails.

03. Ignoring unread emails and focusing only on the inbox.



INCLUDE -CE
circular economy to infinity

Co-funded by
the European Union

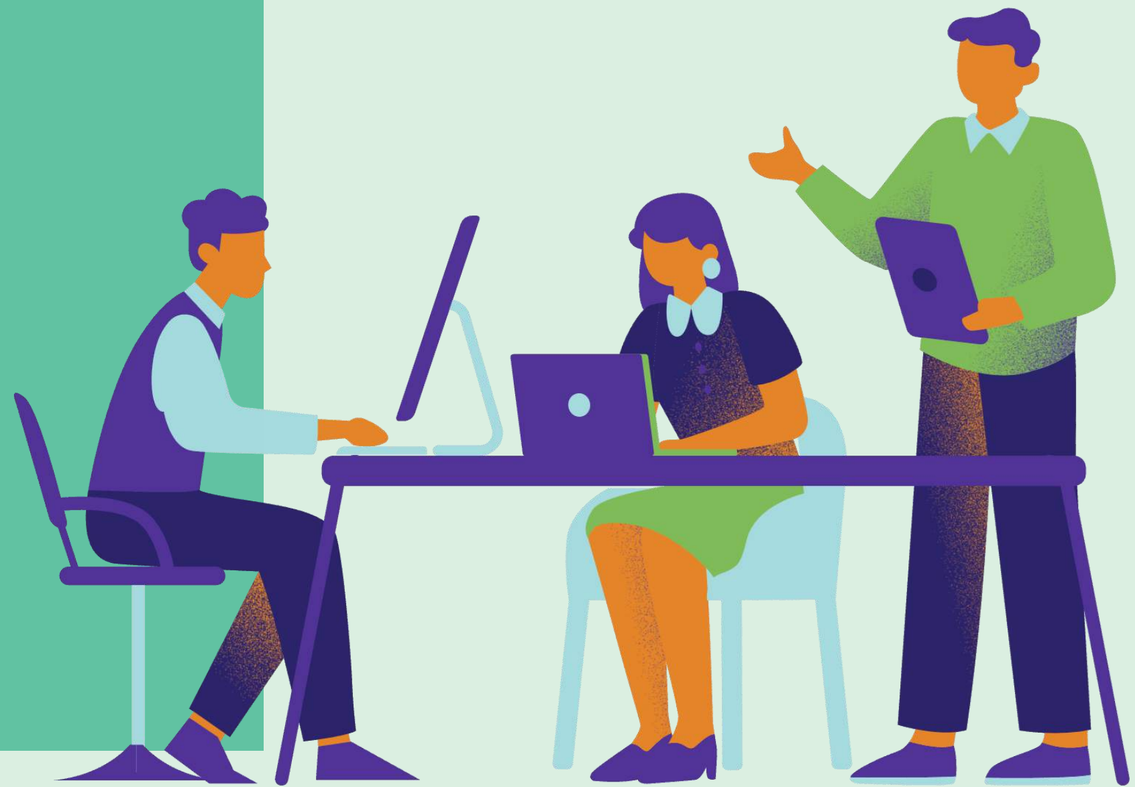
Question 4

What is a practical way to enhance the appearance of a document in Microsoft Word?

01. Use a variety of fonts and colours.

02. Save frequently using the Autosave feature.

03. Disable spell check to avoid distractions.



INCLUDE -CE

circular economy to infinity

Co-funded by
the European Union

Question 5

What action should you take if you receive a suspicious email requesting sensitive information?

01. Provide the requested information immediately.

02. Click on any links provided to verify the sender's identity.

03. Report the email as phishing and avoid clicking on any links.

Co-funded by
the European Union

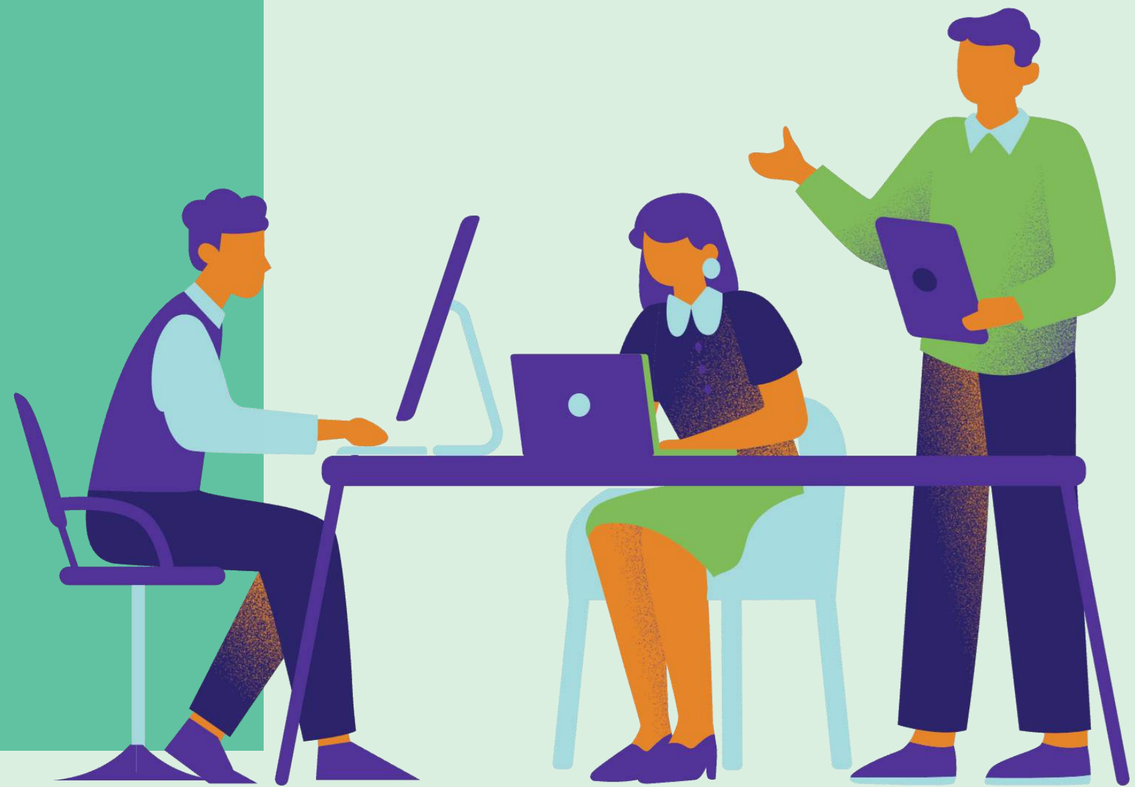
Question 6

How can learners demonstrate independent design skills in document creation?

01. By directly copying content from online sources without citation.

02. By using templates provided by the software.

03. By asking for assistance from peers for design decisions.



Co-funded by
the European Union

INCLUDE -CE

circular economy to infinity

Learn more

Web sources for further reading on how email and document creation can be put in practice

Co-funded by
the European Union

Useful resources

01. **How to use Gmail with Tips and Tricks Tutorial**
www.youtube.com/watch?v=6E2JxZ2vKPk

02. **Learn how to use Microsoft Word from these tutorials**
www.linkedin.com/learning/topics/microsoft-word

03. **Gmail Tips: 8 Settings Every User Should Know**
www.youtube.com/watch?v=Tc3LII3BRLU

04. **Basic tasks in Word**
https://support.microsoft.com/en-us/office/basic-tasks-in-word-87b3243c-b0bf-4a29-82aa-09a681999fdc

05. **Best way to organise your Gmail inbox**
www.youtube.com/watch?v=oLdHnWLbn4A

06. **Microsoft Word for beginners: training course**
www.youtube.com/watch?v=wy7Hj84MCeA

Co-funded by
the European Union

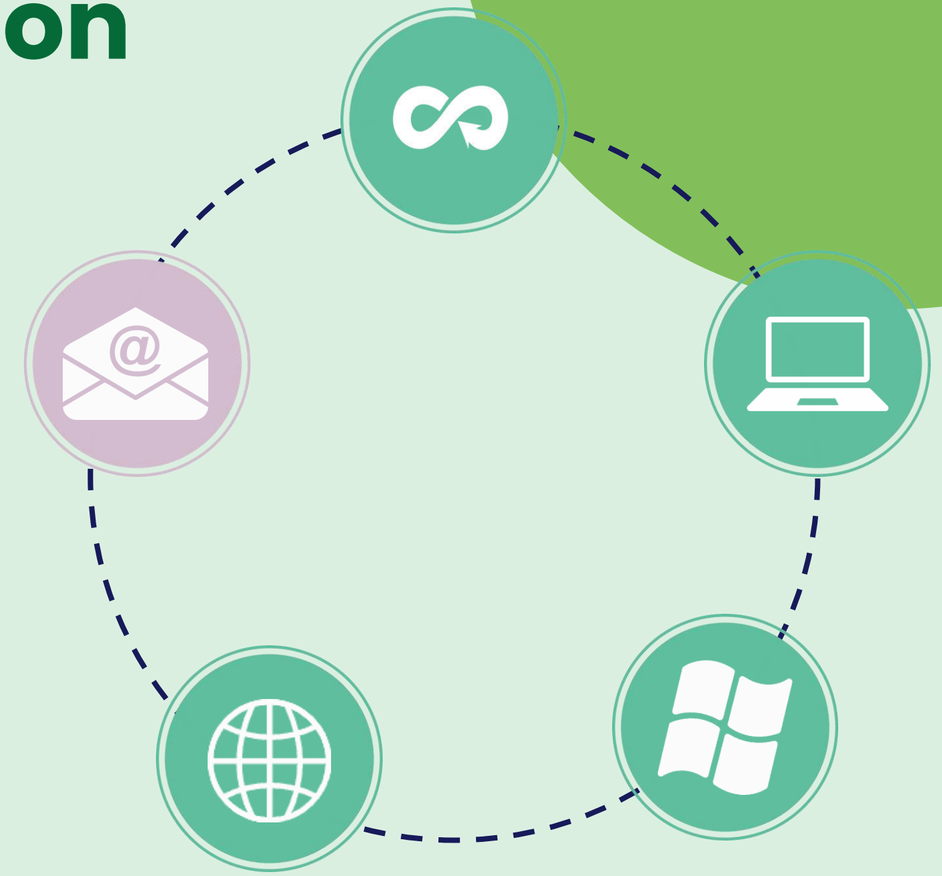
INCLUDE -CE
circular economy to infinity

INCLUDE -CE

circular economy to infinity

Well done! What is next on your learning journey?

Go ahead and select a new unit!



Co-funded by the European Union

INCLUDE -CE

circular economy to infinity

Want to know more about the INCLUDE-CE project?

http:// www.include-ce.eu

Qiz results: 1-3; 2-2; 3-2; 4-1; 5-3; 6-2

Template made by Mindshift using Canva

Co-funded by the European Union