



ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937



MUPYME Project

**Employment and Women on the 21st century
in Europe: From Household economy to
SMEs economy (Small and Medium
enterprises)**



MODULE “ INFORMATICS “ UNIT 1

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Erasmus+

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Unit 1: Introduction

Informatics is the Knowledge Area that makes us understand how technology applies in our daily life and simplifies tasks related to needs for

- Expressing and spreading ideas written or orally , in simple or complex way
- Presenting ourselves and our skills or outputs
- Communicating in various ways
- Broadening our contacts and social network
- Cooperating with public services
- Learning and upskilling



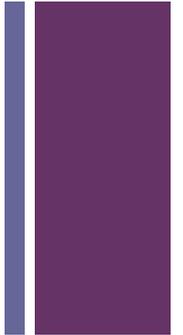
Unit 1 : Learning Objectives



Our main intention is to **make you understand** on

- **what you already know** and
- **what is out there** that facilitates developing your basic digital skills related to various e-applications accessible via personal computers, mobile phones, ipads, etc, as follow:
- **Word processor** (getting to understand how to use it effectively)
- **Setting an e-mail** and practicing in sending or receiving an email
- **Getting into Internet** to search on line in safety , understand how on line shopping works
- **Organising contacts** and making your **schedule** (planning)

+ Why ?



ICT applications are indispensable part either for household or for any field of systematic work in terms of

- **Organizational purposes** and time management (strategic planning skills)
- **Financial management** (accountancy skills)
- Use of **multiple communication meads** (administration & marketing skills)

UNIT 1 is focusing mostly to identification of the relevant skills , so to become able to advance what you know in a level of professional use (corresponding to Manager of an SME)

+ Word processor



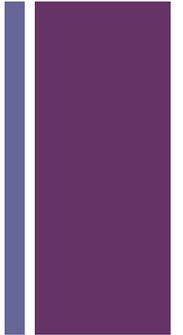
Can you understand how important is the typing skills for daily activities ?

Example:

- Writing, editing and filling recipes
- writing guidelines by using pictures (for children or babysitters)
- Keeping diary
- Writing formal letters to public sectors (for several purposes)

Please follow the Lesson Plan 1.2 for getting into word processing tutorials (on line free learning)

+ Setting an e-mail



- How easy and feasible is to communicate via e-mail?
- it is cheaper (free)
- Email is delivered instantly, or usually within a few minutes.
- Email may include attachments, such as digital documents, files, images, videos, and more.
- **Email provides Access to web services:** If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.
- Visit <http://www.gcflearnfree.org/email101/common-email-features/1/> (read about INBOX management)

Visit the tutorial (**lesson plan 1.2.3**) to see how o set an e-mail and get a username



Organising your contacts on line

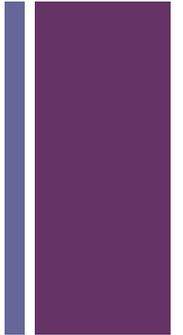


In addition to email services, most webmail providers offer an **online calendar** and **address book**. These features make it easy to **stay organized** and access your **important information** from anywhere.

- **Online contacts lists** help you **organize contact information** for your friends, family, and coworkers, just like an **address book**. Once people are added to your contacts list, it's easy to access their information **anytime and anywhere**.
- Review the **examples** below to become familiar with the **basic features** and **advantages** of **online contacts lists**.



Setting & sharing calendars



- **Online calendars** make it easy to **schedule appointments, organize tasks, and manage your time**, just like a **desk calendar**.
- But unlike a physical calendar, online calendars give you the freedom to quickly **edit and rearrange** your schedule whenever you want.
- You'll even be able to access your calendar **on the go** and **sync it across multiple devices**, like your mobile phone and personal computer.
- As example : Combining the agendas of family members, your obligations and volunteering work with community

Resource : <http://www.gcflearnfree.org/email101/contacts-and-calendars/1/>



Communicate via facebook



- Face book becomes of the most popular way of communication and sharing with friends or followers . See how it works (view the [video](#))

Common terms on facebook

Notification :You'll receive a **notification** in an email message and on your homepage whenever someone interacts with you on Facebook

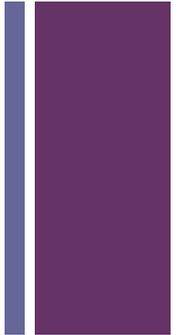
Timeline: Also known as your profile page, the **Timeline** is where you'll share information about yourself on Facebook. For example, it's where you'll post your profile picture and share basic information about yourself.

Tag :Friends can **tag** you in photos and posts they share on Facebook. Posts you're tagged in will appear on your Timeline.

Friends :Whenever your friends share on Facebook, you can leave a **comment** about their posts.

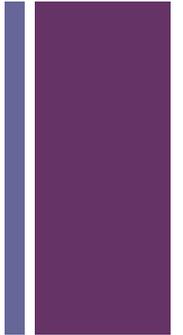
PRIVACY : Important either for personal or professional reasons :View the video
<https://www.youtube.com/watch?v=emzaUABF2WU>

+ Shopping on line



- Online shopping is a quick, convenient way to buy almost any product you can imagine. To have the best possible experience shopping online, there are a few important things to remember. Learn more in the [video](#).
- To protect sensitive information like credit card numbers, you'll want to shop from your **home Internet connection** if possible.
- Try to avoid shopping when connected to a public Wi-Fi network or when using a public computer, such as a library computer.
- Look for HTTPS : Many websites will display a **lock symbol** in the address bar. This is most commonly seen on the payment page of an online store. This means the website is using an **HTTPS** connection, which makes it safe to enter your information.

+ Summarizing UNIT 1



- What we learnt though UNIT 1:

The Informatics as Time management assistant

The Informatics as communicative mean

The informatics as branding tool

The informatics for supplies purposes