



ERASMUS+ Programme 2015 – KA2 Adult Education
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MUPYME Project

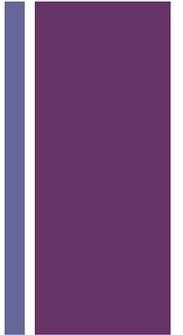
**Employment and Women on the 21st century
in Europe: From Household economy to
SMEs economy (Small and Medium
enterprises)**



Module : “Informatics in the Context of MUPYME” Unit 2 “. Informatics recreational, social and professional use ”

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+ What is it about?



Unit 2 is about information and skills related to

Using spreadsheets to calculate numerical information (like a calculator) and making **complex formulas** based on examples (i. catering invoice)

Use of **VLOOKUP** to find prices , making use of fractions , **make use of excel to plan an event**

E-banking , Contactless payments options ,paying taxes online, Saving money online

Free office online

Finding job online

Take advices for recreational services , travel planning on line

Building **personal branding** via social media



Introduction to the content



- This Unit provides you information on how to manage with daily calculations , simple or more complex one. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data. See the [video](#) to understand the basics about using excel
- But what happens if you don't have EXCEL and you need to use formulas on line ? Formulas work almost exactly the same way in most spreadsheet programs, **even if you don't have Excel**. These skills will work in Google Sheets, LibreOffice, OpenOffice, and many other spreadsheet programs.
- Google Sheets is a **web-based spreadsheet application** that allows you to store and organize different types of information, much like **Microsoft Excel**. While Google Sheets does not offer all of Excel's advanced features, it's easy to **create** and **edit** spreadsheets ranging from the simple to the complex. (visit OLR for [lesson plan 2 .2](#))



What kind of assistance formulas can provide you in practice – excel tips 1 ?



- Lets start with VLOOKUP

VLOOKUP lets you **search for specific information** in your spreadsheet.

For example, **if you have a list of products with prices**, you could search for the price of a specific item.

Although advanced users sometimes use VLOOKUP in different ways, you can do a lot with the techniques we've covered.

- For example, if you have a contact list you could search for someone's name to find his or her phone number.
- If your contact list has columns for the email address or company name, you could search for those by simply changing the second and third arguments, as we did in our example. The possibilities are endless!

OLR ([Lesson Plans 2.3, 2.4](#))

+ Excel tips 2: COUNTA



- COUNTA simply looks at a range of cells and tells you **how many of the cells contain data**.
- In other words, it looks for nonblank cells. This can be useful in a variety of situations.
- COUNTA works the same in all versions of Excel, as well as other spreadsheet applications like Google Sheets.

Examples for practice : [Use the OLR for Lesson Plans 2..5, 2.6](#)

+ Money on line

- E-banking is a way to manage with our obligations , pay bills or transfer money in easy and in less time – almost for free. What is important to know ?

Simply put, online banking means using a computer or mobile device to transfer money, pay bills, view your account balance, or do almost any other banking activity.

Generally, if you already have a bank account, you'll want to set up online banking with the same bank.

Most well-known banks make it easy to do this from your home computer.

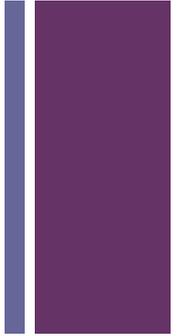
Getting started with online banking ([OLR for : Lesson Plans 2.2.7-2.8](#))

+ Paying taxes online

- If you've ever spent any time filling out a tax form, you know just how frustrating and complicated it can be. Over the last several years, it's become much easier to **pay your taxes online**. And while that might sound like yet another complication, paying your taxes this way is actually simpler than with traditional paper forms. Here are a few advantages of paying your taxes online:
- You won't have to fill out any forms by hand, which can save you a lot of time.
- When you use tax preparation software, you won't need to do any extra math—your computer will do it for you.
- You won't have to send your forms through the mail, which also means you'll get your tax refund back more quickly.
- Best of all, paying your federal taxes online is usually **free**!
- MAKE USE THE PROCEDURE INDICATED TO YOUR COUNTRY : fe.in greece is TAXIS . You can see [example from USA](#)



About banking _ basics *(optional study)*



- Before get into using the e-banking, here you can also learn basics about how the banking system works and what about your interest

In specific:

By the end of this lesson, you should be able to:

- Recognize how banks operate and how deposits are protected
- Calculate interest
- Judge which banking option best fits your needs
- Recognize the difference between a bank and a credit union

For more in details you can visit our selected OLR : [the basics about money and banking](#)



Making your tasks with office on line



- Microsoft Office Online is a suite of online applications that lets you create Word documents, Excel spreadsheets, and more.
- You can store the documents you create—plus any other files you want—on [Microsoft OneDrive](#), an online file storage service.
- Both of these tools are accessible from anywhere with an Internet connection, and both are **free**.
- While Office Online is a useful tool, it's not perfect. Office Online is a limited version of Microsoft Office, which means it may be **missing** some of the features you like to use. You can still create documents, spreadsheets, and presentations, but they may not look as polished without certain tools.
- View the [video](#)
- To understand how it works get to work with [OLR related to Lesson Plans 2.9-2.10](#)



Creating and opening documents online



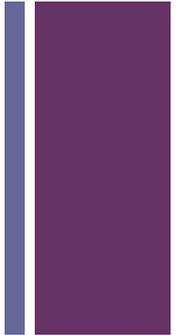
- Whether you're working at home or the office, OneDrive makes it easy to **create** new documents and **share** your files. You can even collaborate with others on a document.
- In the **Lesson Plans 2.11-2.12** , you'll learn how to **create** documents and folders, by visiting the [OLR indicated](#) . We'll also talk about how to **share** your files with different groups of people, as well as the various **collaboration tools** available in Office Online.

For more visit also the following video:

<https://www.youtube.com/watch?v=jwSg7zvso-E>



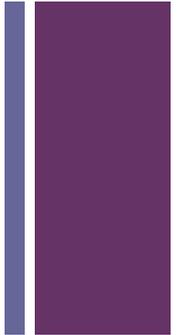
Finding job/ services on line and building your personal branding



- Over the past several years, the Internet has become an essential part of any job search.
- But with so many resources available online, it can be difficult to know where to begin and how to use them effectively.
- Joining the OLR connected to [Lesson plans 3.13 – 2.14](#) you can learn how to use job **search engines** and **job alerts** to find different opportunities. We'll also talk about how to **respond** to an online job posting and how to **stay safe** when searching for a position



Building you personal branding via social media



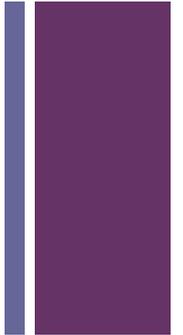
- what do I want to do with my life? How do I want others to see me? What makes me unique? **Personal branding** is the process of determining who you are, what you want to accomplish, and how you want to market yourself to others.
- In the, **Lesson Plans 3.17-3.18 by visiting the related OLR** you'll learn the basics of **developing** your own personal brand, both online and offline. We'll also talk about how to **maintain** your brand over time and provide additional resources to help create your own personal brand via [Google yourself](#)

Questions

- What am I passionate about? What are my values? What are my unique skills?
- What is my current reputation? How can I build on it? How do I want to be perceived by others?
- Who do I want to reach? Who is the audience for my brand?
- Visit the [OLR](#) to find [support docs](#) for building personal brand



Search for recreational services online



- There are many websites these days that can help you streamline every step of the trip planning process, from finding flights or choosing a route for your road trip to creating an itinerary and finding things to do and see along the way.
- [In this video](#), we'll take a look at just a few of the many websites and apps you can use to plan your next trip.
- OLR for Lesson Plans [3.15 – 3.16](#). Here you can see how to organize your schedule with online to-do lists (for organizing a trip) **Deciding how to organize your activities is a personal task**. What works for some people may not work for you. Try some of these basic strategies for creating to-do lists