



ICT skills

Tool 32. The PC why and how to use it

OBJECTIVES

- ✓ To provide a basic introduction on how to use a computer

STEP-BY-STEP IMPLEMENTATION

The following three subtopics may be addressed in different training sessions, if necessary (some of the participants may already have some ICT competences).

1. Why use a computer?

It is important to provide the students with success stories of people who used not to be keen on computers. The facilitator should stress that her work has improved thanks to the usage of the computer.

The facilitator shows the following videos (<https://www.digitallearn.org/courses/why-use-a-computer>):

- Computers are not for me – 06:00min.
- I am overwhelmed - 05:00min.
- How to stay safe – 04:00min.

This learning course ends with an exercise via which students are answering to the following questions:

- pros and cons of using a computer and the internet
- fill in the Importance Scale (On a scale of 1 to 10, how important is it to you to learn to use a computer or the Intern)
- confidence scale (on a scale of 1 to 10, how confident are you that you can learn to using a computer and the Internet?)

Independent work: Set a Goal

- Set two goals for yourself that you can accomplish in the next couple of weeks that will move you toward increasing your confidence and learning more about using a computer. Be sure to include a timeframe for completing the goal.

2. Getting started on a computer

In this session students will learn what a computer is and how to use a mouse and keyboard.

The facilitator shows the following videos (<https://www.digitallearn.org/courses/getting-started-on-a-computer>)

- What is a computer 02:30min.
- The mouse 05:30min.
- The Keyboard 05:30min.
- Ports 01:30min.



3. Using a PC

It is important to make sure whether students are already familiar with the first two sub topics.

The facilitator shows the following contents (<https://www.digitallearn.org/courses/using-a-pc-windows-10>):

- What is windows 10
- Working from the Desktop
- Files and folders
- Working with windows
- Saving and closing files
- Deleting files

TIME AND RESOURCES

TIME	Beamer or a big screen to show video content
MATERIALS AND RESOURCES	PC, beamer, flipchart, markers

Tool 33. Searching on the Internet

OBJECTIVES

- ✓ To provide a basic introduction to Internet search, especially for job purposes.

STEP-BY-STEP IMPLEMENTATION

1. General search: How to search effectively on the internet

The facilitator presents the following suggested tips to improve Internet search:

<https://www.techrepublic.com/blog/10-things/10-tips-for-smarter-more-efficient-internet-searching>

2. Job search

The facilitator introduces the main job search websites in their country/region.

Each participant navigates these websites during 30 minutes and explains the difficulties she may have.

TIME AND RESOURCES

TIME	2 hours
MATERIALS AND RESOURCES	Room with PCs, beamer

Support material searching on the Internet

Power Point: WeGo_searching Internet

<https://drive.google.com/drive/folders/0B7cuk1e6vMaJVUtnaVdUOWhERjg>



Tool 34. Safe usage of social media

OBJECTIVES

The suggested exercises in this category will enable women IPV to:

- ✓ To surf the internet safely
- ✓ To use smartphones safely – i.e. turn off GPS
- ✓ To avoid credits
- ✓ To use social media safely
- ✓ To identify the most important things to do in order to surf safely on internet

STEP-BY-STEP IMPLEMENTATION

1. The role and usage of Social Media and their benefits to our lives (presentation)

The facilitator presents the following information in the form of lecture or presentation, and asks questions.

Nowadays Social Media plays an important role in our life, we are using it to keep in touch with our friends and make some new friends. Besides that social media is a way to show the world what we are doing by means of posting pictures or videos. These tools are all very useful, but do they control our life too much?

A few years ago Social Media wasn't that big yet, but nowadays people are able to use it for almost anything in their daily life. Why would people buy CD's when we have Youtube? Why would people buy newspapers when we have Facebook and Twitter? When we wake up we don't need to go out of bed to see what's going on in the rest of the world. Everything looks and feels easier to do with social media. But is the impact of social media in our daily life too much?

Browsing on Social Media websites can make you feel connected to a larger community, but this is a false sense of connection. Social media can make it difficult for us to distinguish between important relationships from the real world and normal relationships formed through social media. Due to our social media relationships there will be a higher chance that our most meaningful relationships will weaken.

The second negative impact of social media is that people (children; women) are very sensitive for cyber-abuses. Through social media it's easier to terrorize victims anonymously and this will tend to deep mental scars at the people who are getting abused. Social media websites are very useful for companies to keep in touch with their customers and get some important information about them, but there is also a negative side: personal information is easily exposed.

Some shocking facts:

- Every photo uploaded onto Facebook becomes Facebook's property
- Once you like a site, or book a vacation through it, it starts using your data, sending you another similar offers
- We can be stoked through the camera of our pc's
- When the GPS coordinates on our phones are on we are 100% trackable

2. Tips for the safe usage of social media (presentation)

The facilitator presents the following information in the form of lecture or presentation, and asks questions.

- Social networking means opening up and sharing information online with others, but there's some information you should never share online. Protecting this information can help prevent everything from identity theft to your physical safety. Never share your Social Security Number (including the last 4 digits), birth date, home address, phone number (business phone can be an exception), and place where you were born.
- Social networking sites are increasingly giving users more control over their privacy settings. Don't assume you have to take whatever settings the site gives you. Check out the privacy sections to see your options for limiting who can see various aspects of your personal information.
- Would you put your full resume online for everyone to see? Probably not. It would be too easy for identity thieves to use the information to fill out a loan application. Limit your work history details on sites like Facebook. Erasing the history of your phone/computer chats may release you from the bad past situations.
- It is really easy to set up a Facebook or LinkedIn site using a false or impersonated identity, including links to malicious sites. This means you need to verify that a page claiming to be from a friend actually belongs to that person before sharing too much information or clicking on links.
- You wouldn't put a note on your front door stating, "Away for the weekend...Returning on Monday." Micro-blogging tools like Twitter sharing "What are you doing right now?" features in Facebook, LinkedIn and other social networking sites make it easy to let details slip that you wouldn't otherwise broadcast (to friends or strangers). Be aware of what information you put out there which others might use for nefarious purposes.
- It's a good idea to search your name on Google and check out your profile as others see it on social networking sites. Understand where you are showing up and what information is available about you, and then adjust your profile, settings and habits appropriately. Don't worry, it's not vain if you only search your own name once a month or so.
- The growth in social network sites means sites want to use your information to market and sell goods to you. What information from your profile or page content can plug-ins such as Facebook Applications use? Review the site's privacy policy, reveal details about yourself appropriately and activate every privacy setting you can control.
- Accepting friends' requests from people who we don't know in person may be dangerous. Do you do this often? In what conditions?

3. Quiz on safe usage of social media

The facilitator divides the women in teams according to the number of participants. Give the participants 10 minutes time in order to discuss in between what they have just learned. Then the competitions starts and the trainer presents the questions one by one. After each question the group has 10 sec to decide which the right answer is. After each answer the facilitator mark how many points each team have gained. Every right answer is equal to 1 point.

At the end there should be 10 minutes left in order for the group to share opinions and give feedback about the way they felt. Examples of end discussion questions: How do you feel?; Are you more informed now?; Did you learn something new?; Was this information helpful? Why?; Is there something else you would like to discuss?



4. Creation of Facebook/Twitter/Youtube account

The activity has two parts: first creation of personal profiles by the participants, secondly discussion on whether they have noticed something new while creating the new accounts. They should be able to answer the question: *Was their approach somehow different from before they attended the training?*

TIME AND RESOURCES

TIME	2 hours
MATERIALS AND RESOURCES	PC, beamer, Power Point, PCs or smartphones or tablets for participants, handouts



Handout Quiz on safe usage of social media

Quiz questions:

- Is there a way to verify who can see your posts?
- Is it important to modify your privacy settings?
- The five things you should never share on Facebook are?
- Would you write all of your passwords, PIN numbers, bank account and credit card information? Social security number in one place on your phone/computer, so you can easily store them?
- Would you share your birth date, home address or home phone number on your social media account?
- If a friend of yours is asking you to provide them with your personal information online (via Skype or Facebook chat) would you do so?
- Are you obliged to take whatever settings the site, in which you are making reservation, gives you?
- For what purposes people may use the personal information you have shared on Facebook?
- Can someone take a loan, pretending to be you?
- Can sites use your information to market and sell goods to you?
- Is it dangerous to accept friends request on Facebook of people who you actually don't know?
- What should the safest password include?



Tool 35. Case study: fake job offers

OBJECTIVES

- ✓ To show the women the real danger of fake job offers
- ✓ To understand how to distinguish fake job offer from real one
- ✓ To make them realize what can be the consequences of being invited for an interview for fake job offer

STEP-BY-STEP IMPLEMENTATION

The facilitator presents the content of the Power Point in support materials, including some examples of fake job offers from the national context (prepared in advance). She may take them from internet, newspapers or TV shows. The case may be presented via video reportage, or in written form. In case it is a video, it should be played in front of the trainees. In case it is in written form the trainer may present it breathily.

Another option is to split the women in groups, give them time to read different fake job offers. Give the participants 10 minutes time in order to discuss in between. After this each group should present its case in front of the others.

The exercise should finish with group discussion during which the participants should make a list of all the elements which show that a job offer is a fake one.

TIME	20 minutes
MATERIALS AND RESOURCES	PC, beamer
