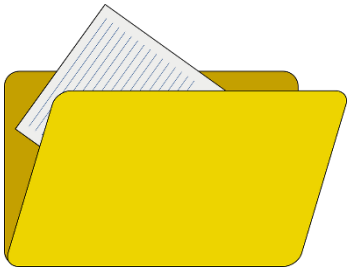
MODULE 5

Using Digital Technology



CESBA

Work Skills Manual

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Lesson 1: Using Digital Technology

More and more, businesses rely on digital technology. It saves time. It is convenient. With the world changing so much and technology becoming such a huge part of both the social and business aspects of daily life, understanding technology is very important.

This module will walk you through some important digital information. If you feel you need to understand digital basics before learning some of the information in this lesson, please visit the following sites:

http://cesba.com/wp-content/uploads/2019/02/MANUAL.LBSDIGITAL.Final_.pdf

and

http://cesba.com/wp-ccontent/uploads/2019/02/WORKBOOK.LBSdigital.FINAL_.pdf

Pre-Module Activity

On the next page is a checklist of digital skills and tasks. Fill the information out as best you can and take a moment to discuss your previous experience of computers and devices with your instructor.

Checklist credit: Adapted from materials used by Essential Skills Upgrading, Toronto District School Board

Computer Skills Self-Assessment

Basic Skills

Can you turn on and shutdown the computer properly? Yes ☐ No ☐ Not sure ☐
Can you navigate toolbars, windows and menus? Yes ☐ No ☐ Not sure ☐
Can you insert and eject removable storage media such as a CD, USB, or flash drive? Yes ☐ No ☐ Not sure ☐

Keyboard and Mouse

Do you know these basic keys: space bar, return/enter, shift, arrows, delete, backspace, tab? Yes ☐ No ☐ Not sure ☐
Can you point, click, double-click and highlight text with a mouse? Yes ☐ No ☐ Not sure ☐
Can you scroll with the mouse or keyboard? Yes ☐ No ☐ Not sure ☐

Internet

Can you access the internet? Yes ☐ No ☐ Not sure ☐
Can you go to a specified web address? Yes ☐ No ☐ Not sure ☐
Can you find information using search engines? Yes ☐ No ☐ Not sure ☐
Can you use a browser's navigation tools to go back, forward, and refresh? Yes ☐ No ☐ Not sure ☐

Email

Do you have an email account? Yes ☐ No ☐ Not sure ☐
Can you read, compose and send messages? Yes ☐ No ☐ Not sure ☐
Can you reply to and forward messages? Yes ☐ No ☐ Not sure ☐
Can you send an attachment with an email? Yes ☐ No ☐ Not sure ☐

Microsoft Word

Can you recognize/find and start MS Word on the computer? Yes ☐ No ☐ Not sure ☐
Can you open a new and/or saved document? Yes ☐ No ☐ Not sure ☐
Can you save a file to a specific location? Yes ☐ No ☐ Not sure ☐
Do you know how to use spellcheck? Yes ☐ No ☐ Not sure ☐
Do you know how to use simple formatting (font, line spacing, alignment)? Yes ☐ No ☐ Not sure ☐

Social Media

Do you know how to have a Facebook, Instagram, or Twitter account? One of these ☐ All three ☐ No ☐
Do you know how to use the privacy settings on your social media account? Yes ☐ No ☐ Not sure ☐

Lesson 2: Social Media and Your Job Search

Key vocabulary in this lesson

Brand	**Followers**	**Memes**	**Networking**
Preview	**Potential**	**Showcase**	**Social Media**

Social media is becoming a larger part of the world of employment every day. People post jobs on social media. Employers search social media sites to **preview** a **potential** employee. Some employers use social media to promote their businesses. There are cons to joining sites like Twitter or Facebook, but there can also be advantages when it comes to job seeking and networking.

Online Networking

Networking is a sharing of ideas or information between members of a group. Your friends or **followers** on social media may share job advertisements on their sites. Someone you have recently found from your past might have work for you or know someone who is hiring. In some areas, municipal or information groups will share jobs. Some companies post jobs on the sites they use to promote their businesses. Here are some things to think about while making your decision.

Tips for Using Social Media to Find Jobs

Read the following advice for using social media when you are seeking employment.

Keep it Clean and Simple

Make sure any public information on your profiles is clean and professional. This does not just refer to bad language or party pictures. You should also consider removing articles or **memes** that could be considered offensive. A meme is most often a picture with a caption that people like to share on

social media. Also, be sure to delete posts that do not show you in the best light (angry rants, complaints, or arguments). Look at your social media account. Is there anything on it right now that might not look good to an employer?

You Do Not Need to Have an Account on Everything

It is fine to be active on social media, but that does not mean needing to be on every site out there. Choose two that you like best and maintain those well. That way, you can be sure that your information represents you in a positive way.

Use Your Real Name

It is more professional to use your real name. Avoid jokey names or nicknames when creating an account. If you need to create an account with a different name because yours is already taken, think about using something professional like your first name and last initial or your first name and middle name.

Get Your Personal Branding Down

Your personal **brand** is how you want to be seen by others. Take a good look at your social media and see if the message that is getting across on your site shows your best self. Not sure what it should look like? Choose someone you respect or share common interests with and look at their accounts for inspiration.

Choose a Great Image

Your profile picture should be one of you wearing workplace casual clothing and showing that you are a positive person. Think of the places you want to work and how the people there dress and what clothing will be expected.

Put Profiles on Your Resumé

Your social media profiles are now a great representation of who you are and where you're going, so make sure they're out there! Put your Twitter or Facebook handle on your resumé along with your email. You've done the work to make them good and professional, so share them.

Don't Use it for Professional Communications

You should not contact companies you are applying to on Facebook or follow up with recruiters after an interview on Twitter unless they initiate the communication with you.

How to Use Social Media for Job Searching

Social media can help you gain access to information and people that you would never get otherwise. It gives you a chance to show your technology skills to your employer. You can use it to discuss courses you have taken, volunteer work you have done, and your interest in community activities.

Social media sites are used most often for connecting with or following friends or acquaintances. You can also let these contacts know that you are looking for work. This networking might help people think of you when they hear about jobs. You can also press the "like" button on the pages of companies and groups that post employment advertisements.

Social media can help you network, find jobs, and increase your online presence. These are all great ways to support your search for work. Use social media to **showcase** your skills and the image that you want to project to others.

Activity 1: Social Media Self-Inspection

Visit your social media accounts.

Go through the personal branding checklist on the next page and decide if there is anything you need to change or delete on your accounts.

Social Media Checklist

- ☐ My name is professional.
- ☐ My image is clean and positive.
- ☐ My memes or shares are healthy and not inappropriate.
- ☐ I do not seem like I am constantly online.
- ☐ My pages show the person I am and markets my best qualities.
- ☐ An employer would see this and think I am a good hire.
- ☐ My accounts make me feel proud.
- ☐ What I am doing on my accounts matches my career goals.

Was there anything on your social media sites that you needed to change or delete? Share your experience of using the checklist on the lines below:

_____
_____
_____
_____
_____
_____
_____

Lesson 3: Microsoft Office and Word Tutorial

Key vocabulary in this lesson

Document	**Copying**	**Cutting**	**Font**	**Icon**
Pasting	**Tabs**	**Tools**	**USB**	

Employers like to have workers that are comfortable with computers. Although not all jobs will require computer knowledge, understanding commonly used software is always an attractive addition to a resumé.

This next module will explore programs in Microsoft Office. Microsoft Office includes Word, PowerPoint, and Excel. Word is a word processing program in which you can create texts and documents. PowerPoint is a program that helps you create presentations. Excel is a program that helps you create spreadsheets. These programs are the most commonly asked for programs by employers in job advertisements. Please check to make sure that you have these programs in your classroom. These are introduction lessons to Word and PowerPoint. If you would like further training or would like to also learn about Excel, discuss options for further study with your instructor.

Microsoft Word

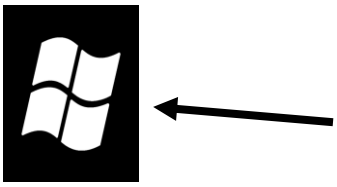
The following lesson will walk you through the basics of Word. Please read the instructions and study the pictures.

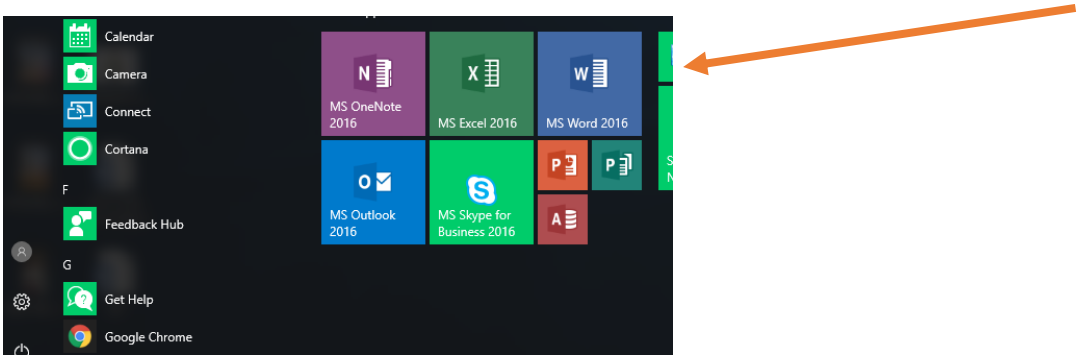
Credit: Some Word sections modified from: Essential Skills for Word Processing 2016, TR Leger School, STEP Program, UCDSB

Click the Window icon in the bottom left-hand corner

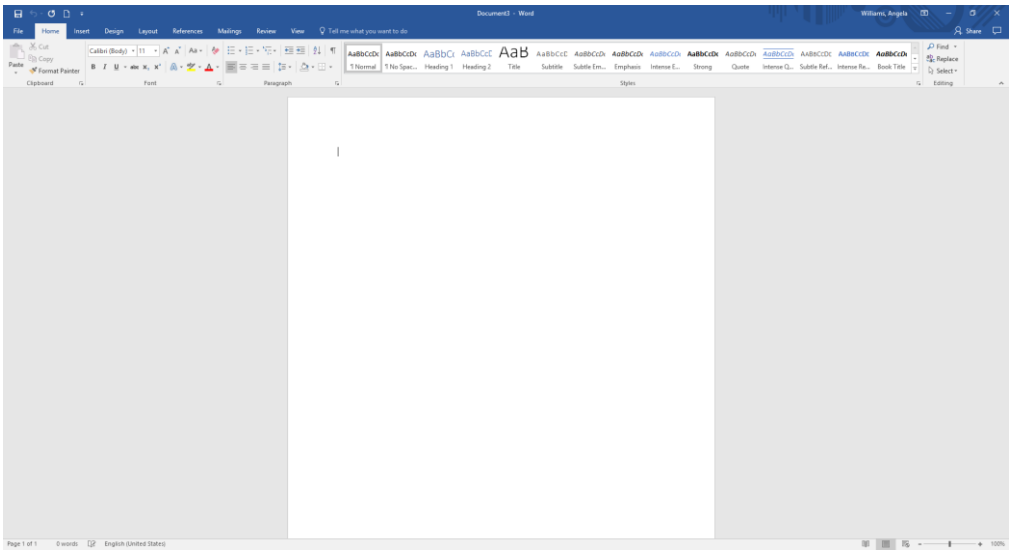
of your screen.

Find the Microsoft Word app and click it.





Word will open on your computer:

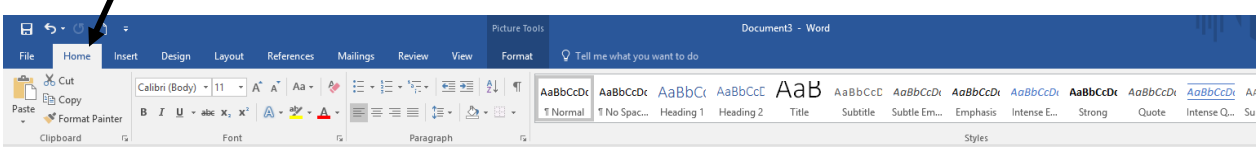


Tabs and Tools

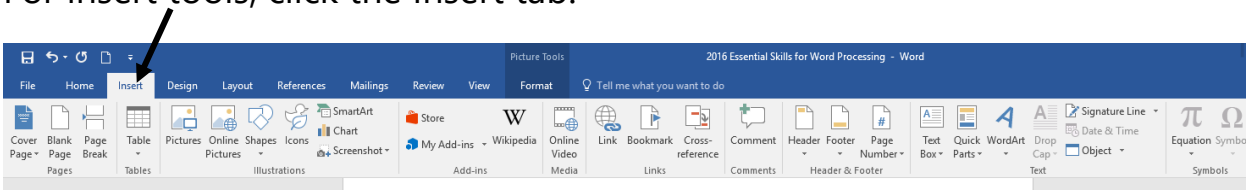
Your Microsoft Word tools are on the top of your page. This area is called the **Ribbon.** You click the **tabs** to get to your tools.

Tools on the ribbon help you in Word. There are many tools in Word, for example, cut and paste, insert pictures, and spellcheck.

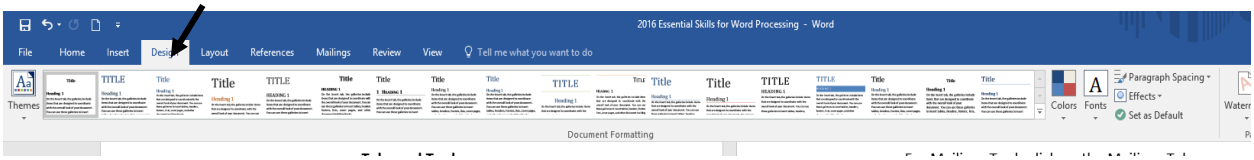
For home tools, click the Home tab.



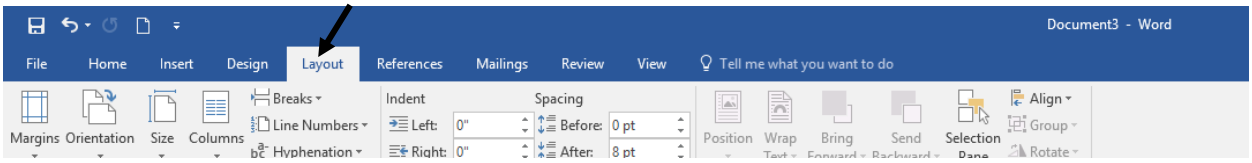
For insert tools, click the Insert tab.



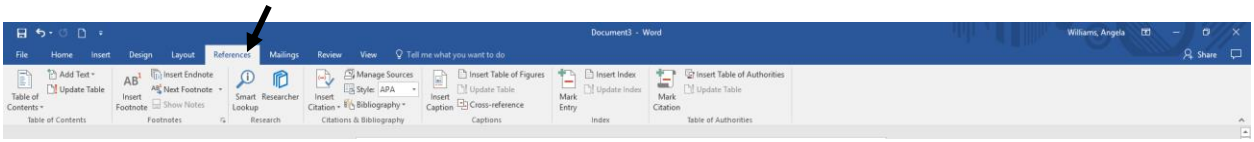
For design tools, click the Design tab.



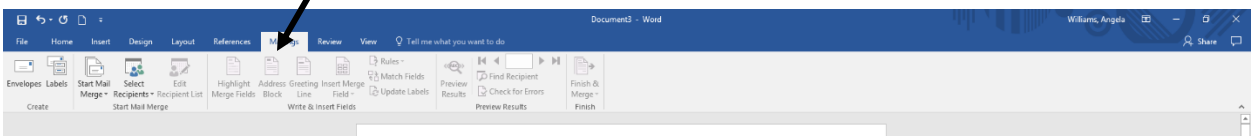
For layout tools, click the Layout tab.



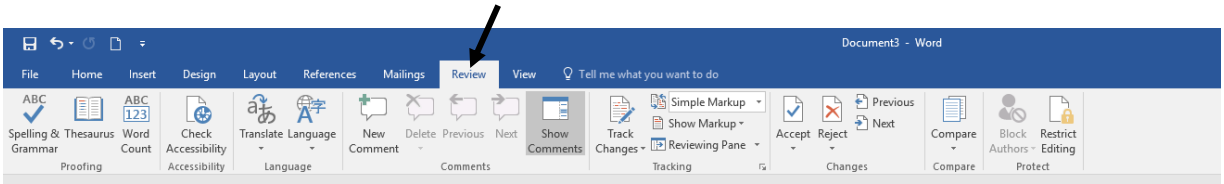
For references tools, click the Reference tab.



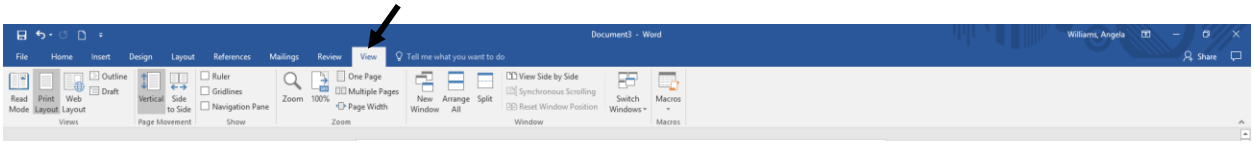
For mailings tools, click the Mailings tab.



For review tools, click the Review tab.



For view tools click the View tab.

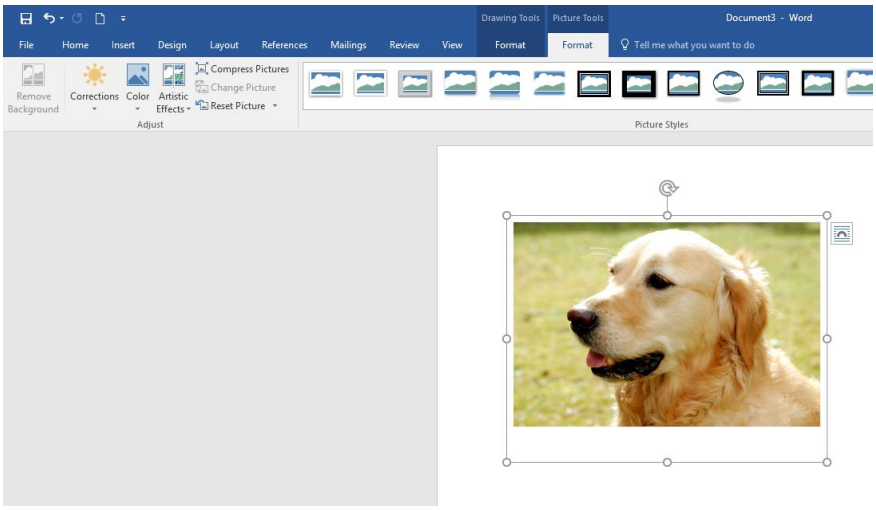


If you click something you inserted (put into your document), for example, a picture or a table, you will see a new tab show up on the Ribbon.

The tab will go away once you have deselected (clicked off) the object.

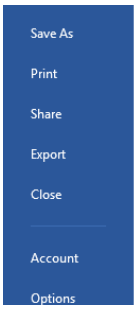
Starting a New Document

Creating a new **document** is like writing on a paper. You need a new page.

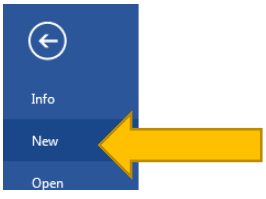


Click the **File** tab.

Click **New**.



Click **Blank document** to open the page.

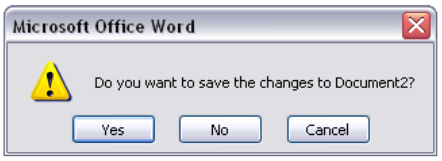


Closing a Document

Click the **File** tab.

Select **Close**.

You will see this:



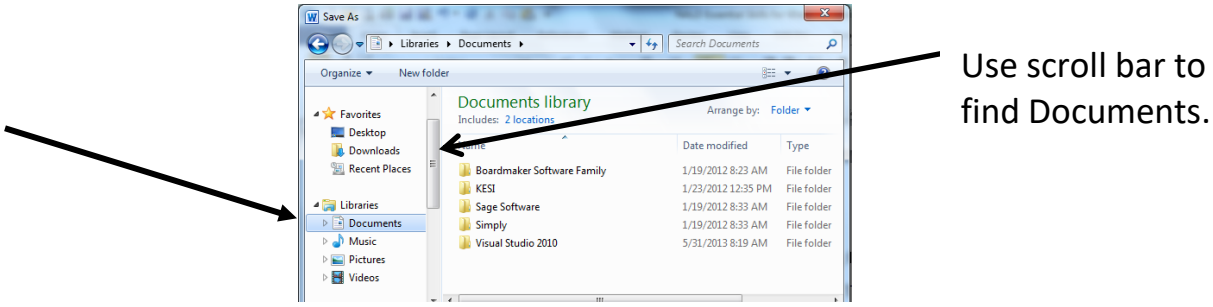
To save, select the **Yes** button. If you do not need to save, select the **No** button. To stop closing the document, select the **Cancel** button.

Saving Information on the Computer

To save a document to the Documents folder on the computer, go to the File tab and click **Save As**.

Click **Browse**.

Click **Documents** from the side menu.



Use scroll bar to find Documents.

Click in the File name box (the box beside File name).

Save

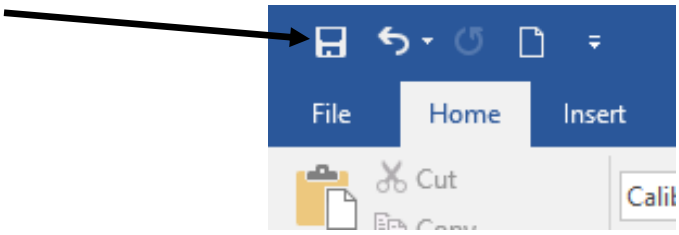
Type the name you would like to call your file.

Click **Save**.

Wait as the computer saves your file.

You should save your work as you go, about every two minutes.

Once you have saved your work with a name, click the **Save** icon by the File tab to save changes.



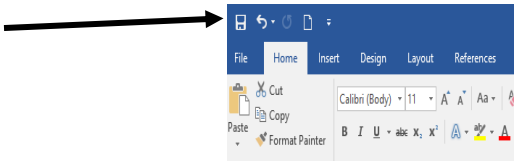
Activity 1: Practice Saving

1. Click in Word to type.
2. Type your name.
3. Click **Save As**.
4. Save to Documents.
5. Call the file "My Name."
6. Click **Save**.

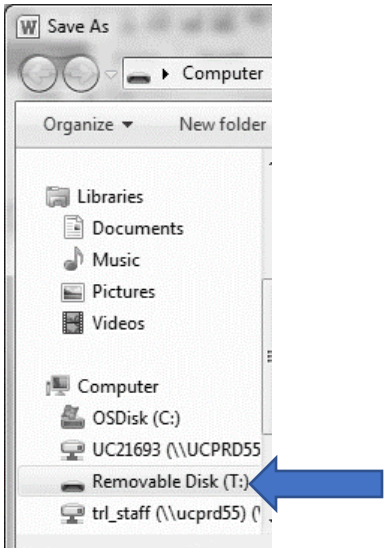
Saving to USB (Memory Stick)

Put your memory stick into the **USB** port in your computer.

Click the **Save** icon beside the File tab.

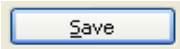


Click **Removable Disk** on the left-hand side.



Note: The USB drive name may change. If a USB is from a company, the USB might show that company's name not Removable Disk.

The USB drive will always have this beside it to help you find it.

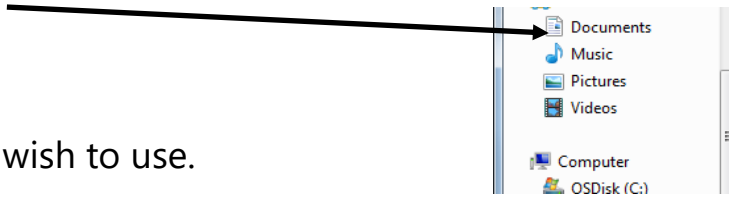
1. Scroll down.
2. Double-click on the USB drive.
3. Click in the file name box.
4. Delete everything in the file name box.
5. Type the name of your file.
6. Click 

7. Note: Sometimes, people will call a USB a flash drive, thumb drive, or memory stick. They are all the same.

Opening a File in MS Word

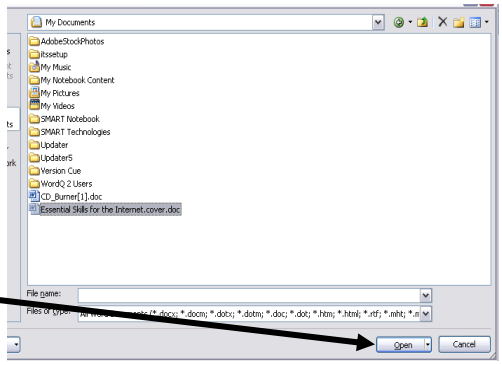
Click the **Open** tab at the top of your screen by your File tab.

Select **Documents** from the side menu.



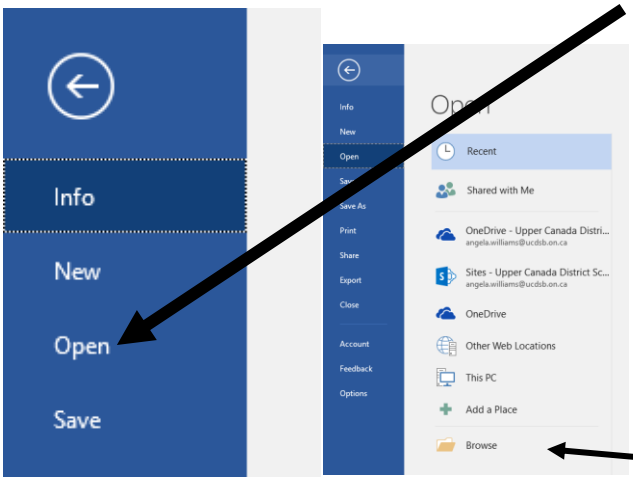
Click the file you wish to use.

Click **Open**.



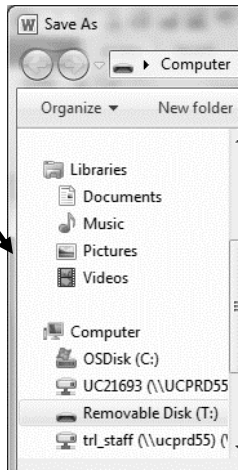
Opening a Document from your Memory Stick (USB)

Click the **File** tab and click **Open**.



Click **Browse.**

Scroll down the menu on the left side.



You will see an icon like this.

Click the USB drive.

Select the Word file you want to open (on the right).

Click **Open**.

Activity 2: Saving to a USB

1. Type the name of your country in Word.
2. Save on a USB under My country.
3. Close Word. Click the X in the top right corner.
4. Open Word.
5. Open the My Country file.

Changing Fonts Styles

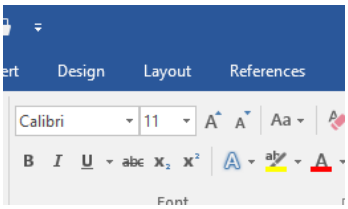
A **font** is the type of the text that you use.

Choosing a font will change the way letters (the type) will look on your screen.

This is a Bookman Old Style font.

This is a Lucida Handwriting font.

This is an Arial font.

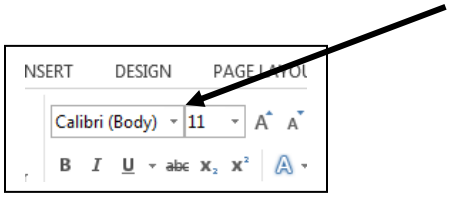


When you want to change your font, make sure the Home tab is clicked.

Changing Font Type

Select the words you want to change by highlighting them.

Click the downward arrow beside the font name in your tools.



Use up and down arrows.

Look through the fonts.

As you go through the font names, your word will change to show you what that font will look like. Click the font that you want.

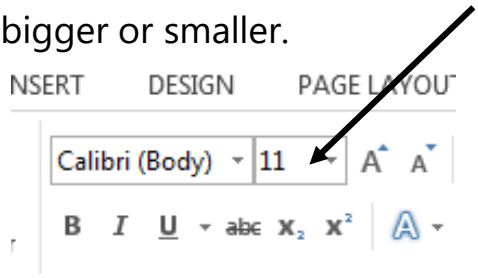
Changing Font Size

You can change the font size using this arrow.

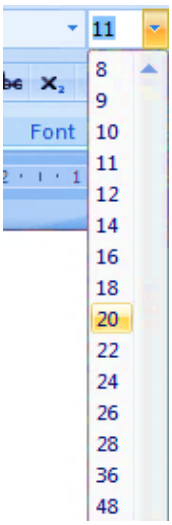
The standard size is 12 but you can make it bigger or smaller.

This is size 8.

This is size 12.



This is size 20.



To change font size, select the words you want to change. Highlight them.

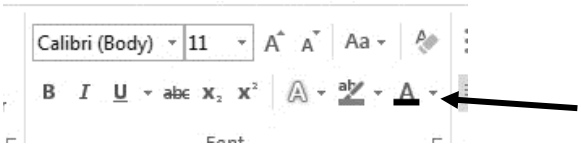
Click the down arrow beside the font size.

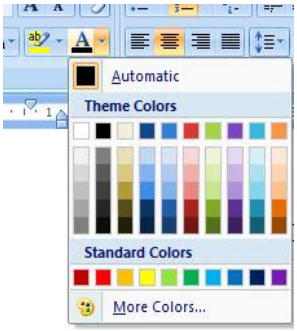
Click the font size you want.

Changing Font Colour

You can change the colour of the font.

Pick (select) the words you want to change by highlighting them.





Click the down arrow beside the "A" here.

You will see the font colours.

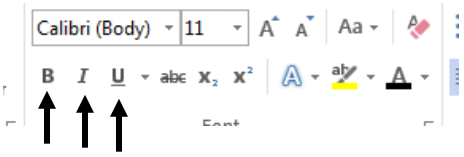
Click the box of the colour you want.

Activity 3: Fonts

1. Write a note to a friend or family member thanking them for something that they did that you liked.
2. Highlight their name.
3. Change the font colour to blue.
4. Change font size to 24.
5. Change the font of the whole note to Lucida Handwriting.
6. Highlight your name.

7. Change the font colour to red.
8. Change the font size to 28.
9. Change the font of your name to Rockwell.
10. Save as "Letter" to Documents on the computer.

How to Change Font Styles



This is where your font styles are located.

This is **Bold**.

This is *Italic*.

This is underlined.

Select the words you want to change by highlighting them.

Click the letter of what you want to do.

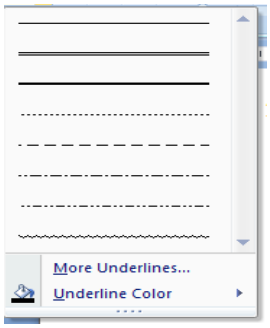
For words in Bold, click

For words in Italics, click

For underlined words, click

To undo, just click the B, U, or I again, and it will change back.

To change the style of underline you want to use, click the down arrow beside the



Click the type of underline that you want.

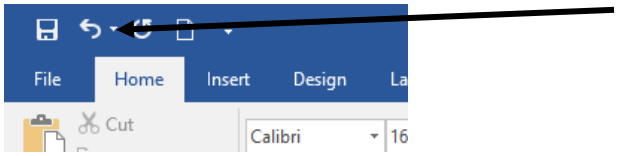
Undo and Redo

If you make a mistake, you can change it back by clicking **Undo**.

Undo will change the last thing you did.

You can click **Redo** if you clicked undo and did not want to.

Undo and Redo are at the top left-hand of the screen.



To undo, click

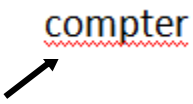
To redo, click

Activity 4: Undo and Redo

1. Type the word: document
2. Change the font: **document**
3. Undo document
4. Redo **document**

Spell and Grammar Check

If a word is misspelled, you will see a red line under the word like this:



To check the spelling of a word, click the **Review** tab.

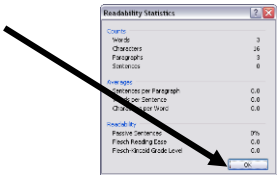
Click **Spelling & Grammar**.

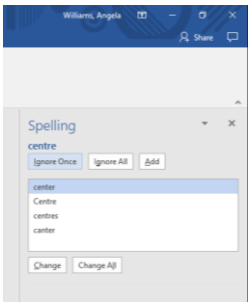
You will see a screen like this one at the right side of the screen:

Look under **Suggestions** and select the word that you want to check.

Click

When you are done, click **OK**.





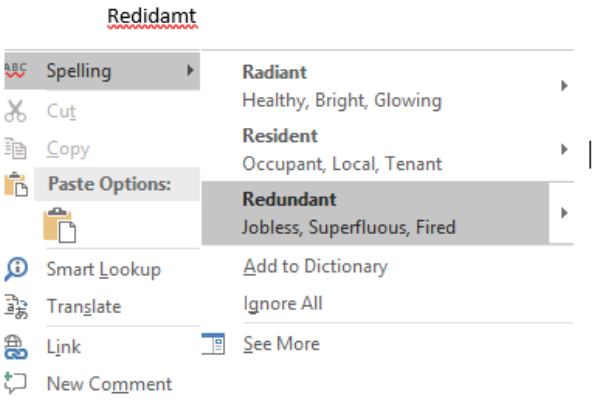
Activity 5: Using Spell Check

1. Type this into Word:

I am lerning abut computurs and I lorve it. This is so much fun to lern.

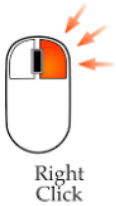
2. Spell check this sentence.

Spelling Checking One Word

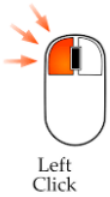


You can right click the mouse to get suggestions for spelling when a word has been underlined.

You can do this with grammar mistakes too. You will be given ideas of what the right spelling or grammar should be.



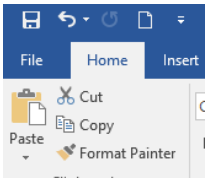
Right click to see spelling and grammar help.



Left click to **choose** the new word.

This suggestion also shows you what the word means. This will help you pick the right word.

Cutting, Copying and Pasting

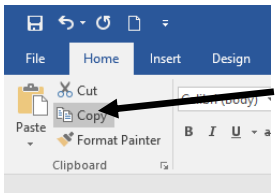


Copying words

Pick the words you want to copy by highlighting them.

Click the **Home** tab.

Click **Copy**.



Cutting words

Pick the words you want to cut by highlighting them.

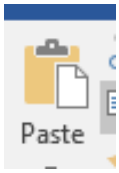
Click **Cut**.

The words will go away.

Pasting

Click to the place in the page where you would like to paste.

Click **Paste.**



Activity 6: Cut and Paste

1. Type your name in Word.
2. Make it bold and underlined.
3. Highlight it.
4. Click **Cut**.
5. Click **Paste**.

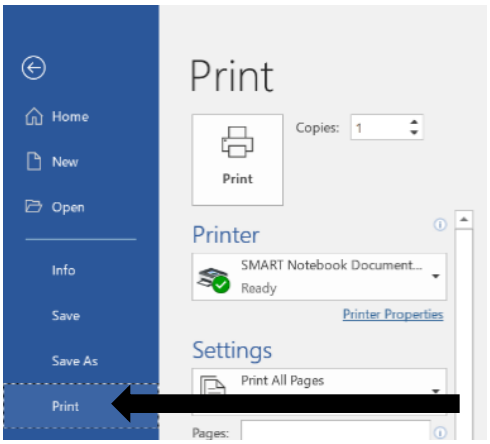
Word Review Activity: Typing a Memo

In the previous modules, you have learned about memos and emails. Create a memo for Mountain Candy, telling all employees of a health and safety presentation you will be doing a week from today. Include today's

date, your name and the date of your presentation. Print it out for your instructor to see.

To print, click on the **File** tab in Word. Select **Print** from the file menu.

Click the **Print** button.



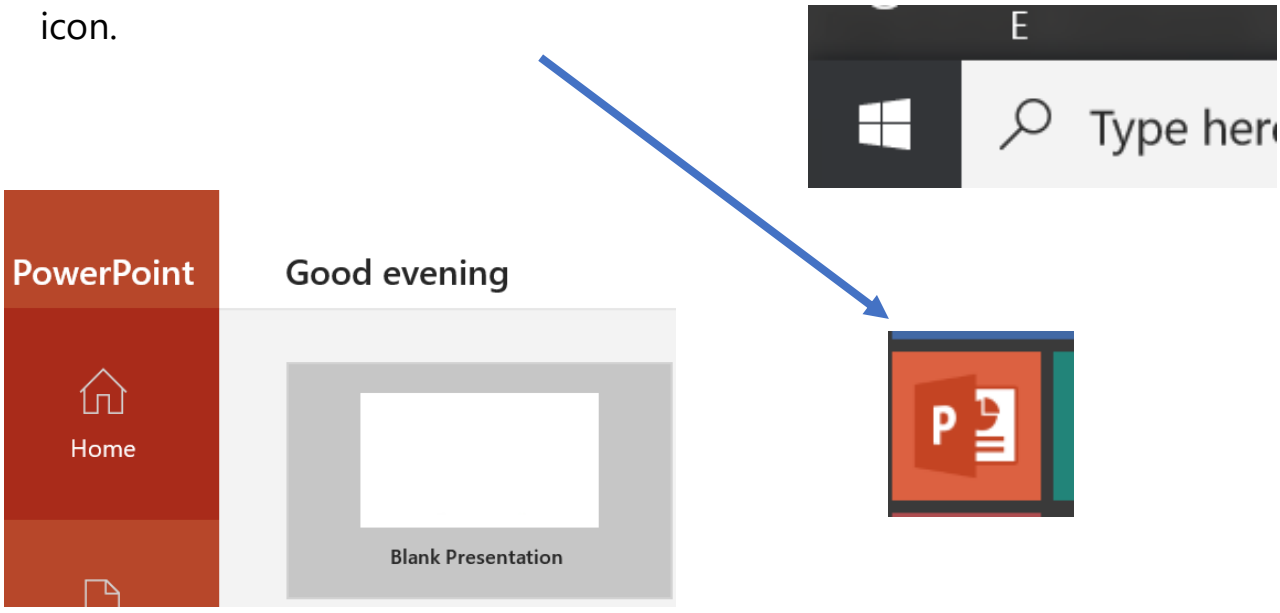
Lesson 4: Using PowerPoint

Key vocabulary in this lesson

Animations	**Design**	**Presentation**	**Slideshow**
Theme	**Title**	**Transitions**	**Variants**

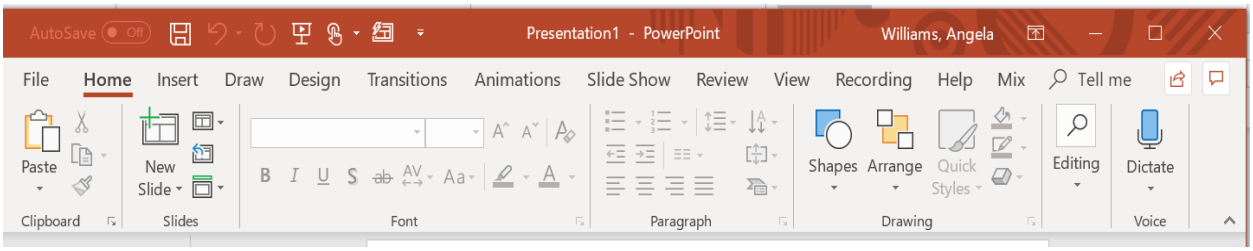
In Module 3, you learned advice for giving a **presentation**. PowerPoint is the software most used to help with presentations. In this lesson, you will learn the basics of PowerPoint. At the end, you will be asked to create a presentation.

1. Click the **Windows** icon in your start menu, then click the PowerPoint icon.



2. Click Blank Presentation.
3. A new presentation will open.
4. Look at the Ribbon in PowerPoint. It is a lot like the Ribbon in Word, but it has some different tabs and tools.

Tabs and Tools



We will be using the following tabs in this PowerPoint lesson:

File, Home, Insert, Design, Transitions, Animations, Slide Show, and Review.

The File tab is where you go to open, close, save, and print presentations.

The Home tab is where you can find your slides, cut and paste, choose font options, and change alignment. This is a lot like the Home tab in Word.

The Insert tab has all the things you put into your presentation, such as online pictures, shapes, WordArt, headers, and footers.

The Design tab is where you choose colours, themes, and backgrounds for your presentation.

The Transition tab allows you to put transitions and sounds between slides and set times for them.

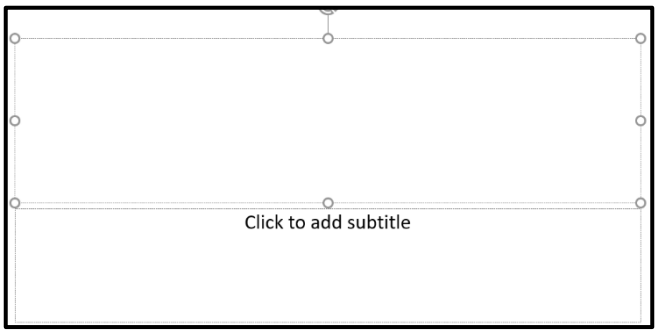
The Animations tab allows you put animations in slides in the order you wish and then preview them.

The Slide Show tab is where you look at your Slide Show and make sure it is running the way you want it to.

The Review tab is where you check spelling and grammar to make sure you have not made any mistakes.

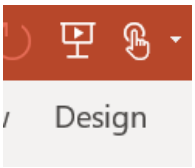
Creating a Title Slide

PowerPoint uses text boxes in its slides. This makes it easier for you to type what you want on your slides. Opening a new presentation takes you to a **title** slide, where you can title your presentation.

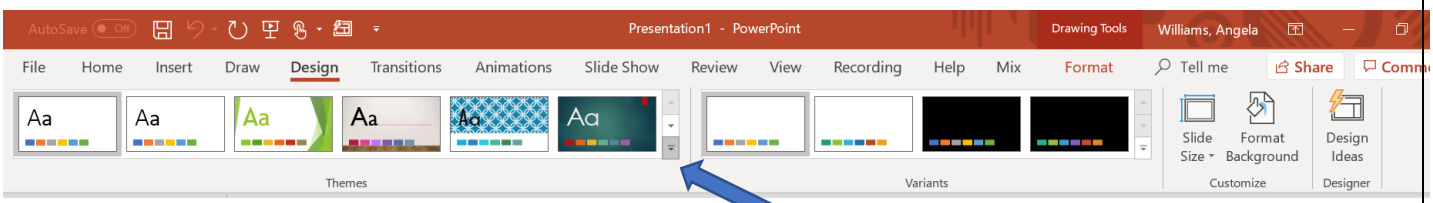


Activity 1: Title Slide and the Design Tab

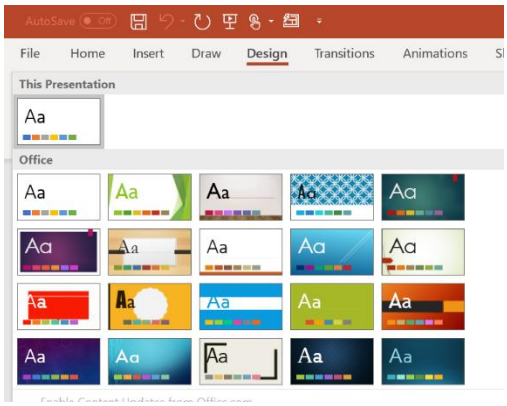
1. Click into the top box and type My First Presentation.
2. In the second box, type Computer Practice.
3. You can now choose a design **theme** for your presentation.
4. Click the **Design** tab.



5. You will see options to create a design for your presentation in this toolbar.



6. Click the down arrow beside the themes.
7. You will see this drop-down menu.



Tip: Float your mouse over each theme to see the theme's name.

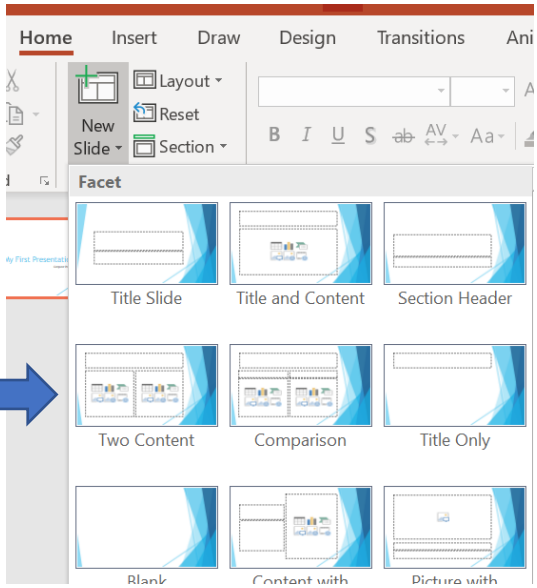
8. Find the Facet theme and click it. Your presentation will change to this theme.

9. There is a set of tools beside theme called **Variants**. Choose a blue variant and change the colour of the Facet theme to blue.

Adding Your Next Slide

Click the **Home** tab. This is where you will select the second slide in your presentation. There are fourteen different slides to choose from that have already been set up for you.

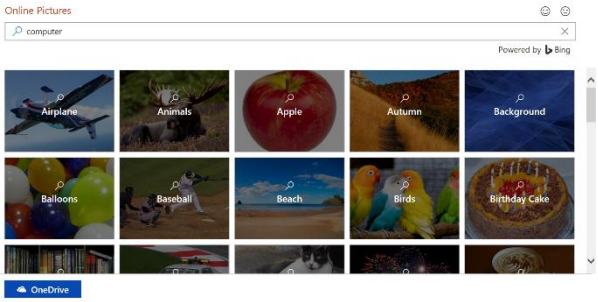
You will find these slides under New Slide. Click the little down arrow beside the words New Slide to see these options.



In the next activity, you will be adding a picture and a table to a slide, so click **Two Content Slide** in your drop-down menu.

Activity 2: Using the Insert Tab in your Slide

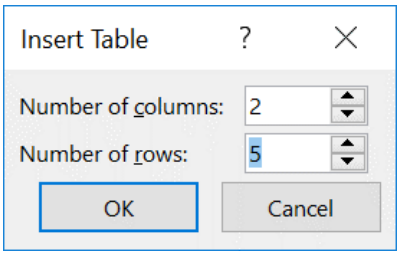
1. In the top text box, type Using the Insert tab.
2. You will see 6 icons in the box.
3. Click the icon in the bottom middle of the text box.
4. Search computer and then hit **Enter**.



5. Double-click on an image of a computer to insert it into your presentation slide.

Note: You will notice that PowerPoint shows each of your slides on the left of your work area. To make sure each slide ends up in the right order, always click the last slide before adding the next one.

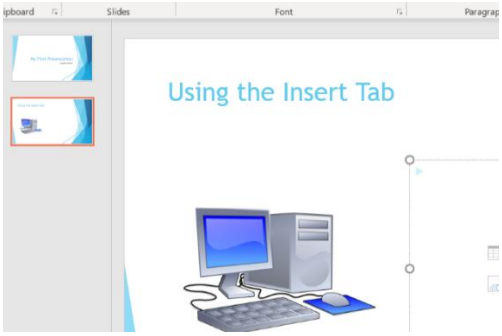
6. Click the Insert Table icon on the box on the right side. It is the first icon in the first row of that box.
7. Click the little arrows to choose 2 columns and 5 rows.
8. Make your table look like the one pictured here.

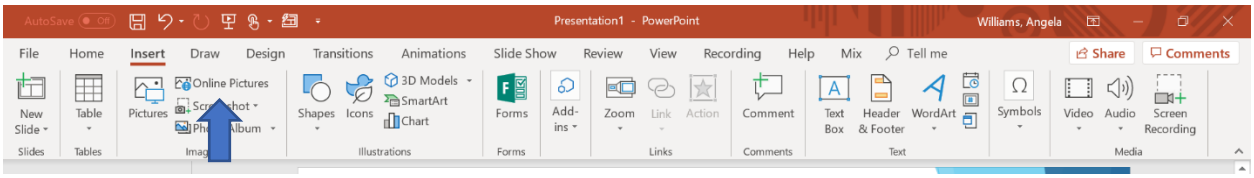


Subject	Progress
Assessment	Done
Social Media	Done
Word	Done
PowerPoint	In Progress

The Insert Tab

You can also insert an online picture (image) into your slide by using the Insert tab. If you do this, usually you will have to change the size of your image or move it.





Activity 3: Insert an Online Picture

1. Click **Online Picture** and search the word presentation.

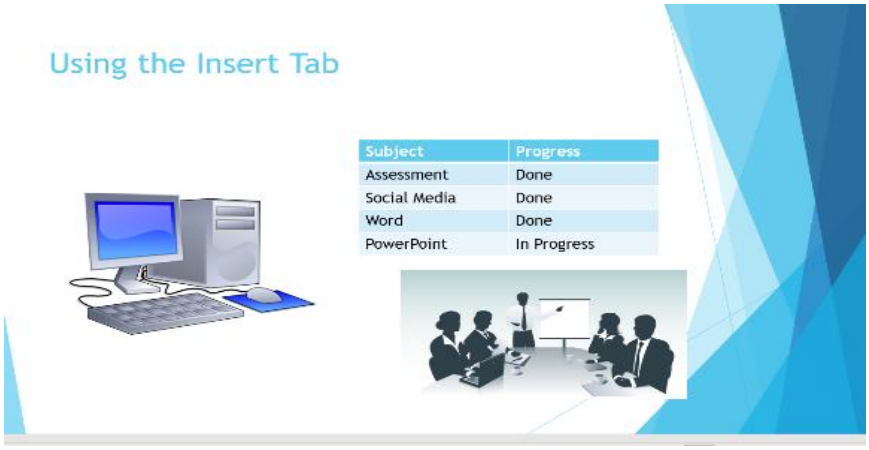
2. Move your mouse over the little circle on the bottom right hand side. You will see a slanted arrow appear.

3. Hold your mouse button down and move up on an angle to the left to shrink your photo.

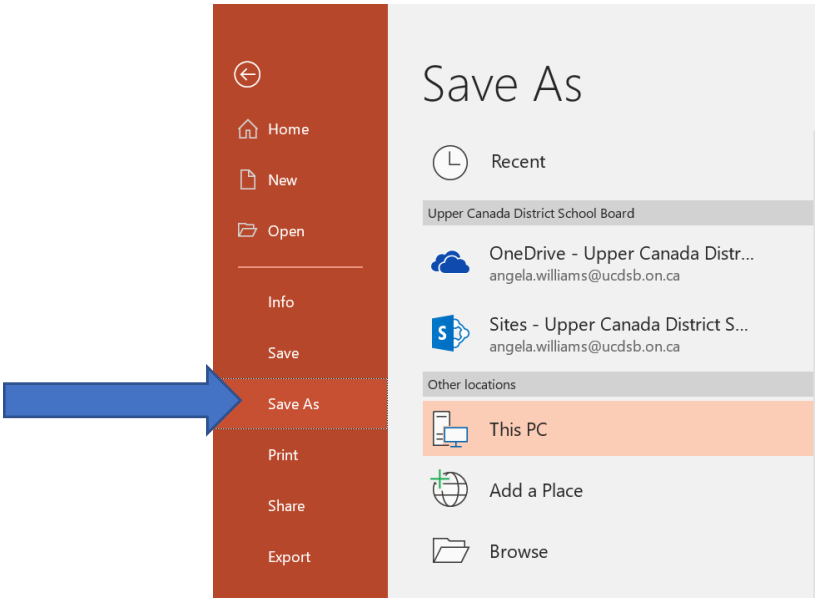
4. Hover over the image away from the circles until you see a double arrow.

5. Click the image when you see the arrow and move it to a blank spot on your second slide.

6. Try to place it under your table, like this:



Tip: Now is a good time to save your presentation. Click the **File** tab and click **Save As** and then click **Browse** to choose where to save it. This is exactly how you saved work in Word earlier in the module.



The Review Tab

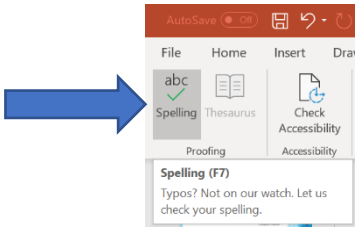
The Review tab is used to check errors in your work. You can use it at any time to make sure that you have not made any mistakes in your slide.

For this next activity, be sure you are clicked on the second slide and then add a new slide. This time add a quote and caption slide.

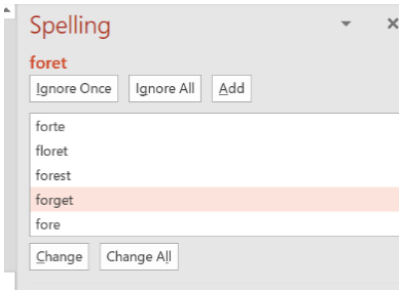
Activity 4: Using the Review Tab

1. Type this in the top text box exactly as it is written:

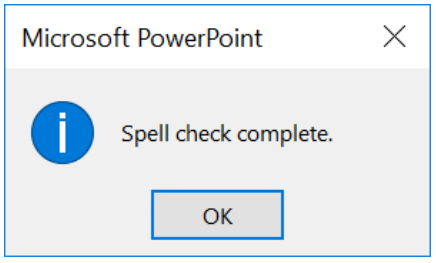
Tell me and I foret. Teach me and I remeber. Invlve me and I lern.
— *Benjamin Franklin*



2. In the text box at the bottom of the slide, type Reviw tab (without the "e").
3. Click the **Review** tab and then click the **Spelling** icon.



4. Spelling suggestions will come up on the right side of your slide.
5. Click the replacement word and then click **Change**.
6. Do this for each misspelled word.
7. The spellcheck will tell you when it is done.
8. Click **OK** to return to your slide.



Activity 4: Review

1. Make your fourth slide a **Content with Caption** Slide.
2. Insert a picture of a laptop in the box on the right.
3. On the left, write Review as the title.

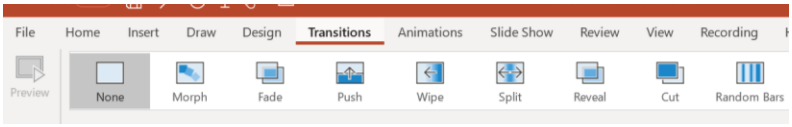
4. In the box underneath, type a little about what you have learned in this course so far.
5. Spell check your slide.
6. Change the design of your slideshow to any style you like.

Using Transitions and Animations

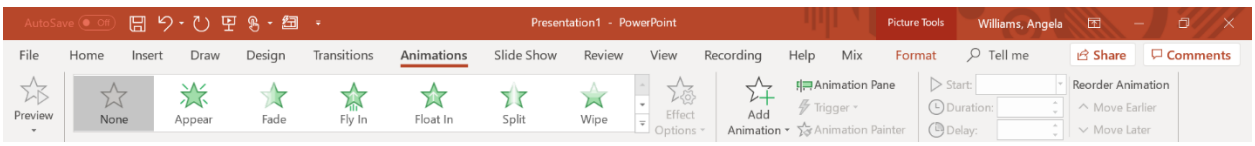
The Transition tab has motion effects that happen between slides. The Animation tab adds animations to your slideshow. These additions can add a little something extra to your presentation and are also very fun to play with in PowerPoint.

Activity 5: Adding Transitions and Animations to your Presentation

1. Click your second slide.
2. Click the **Transitions** tab.



3. Choose the **Fade** transition.
4. Click slide 3 and then slide 4. Adding a transition of your choice to each one.
5. Click **Preview** to view your transitions.
6. Click slide 2.
7. Click the **Animations** tab.



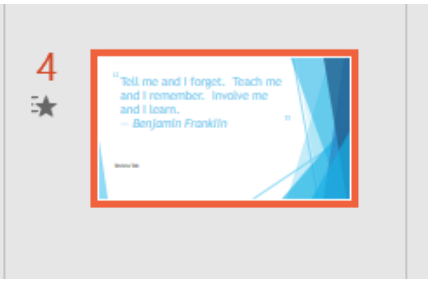
8. Click the picture of the computer on this slide. You must be clicked on something in the slide to use the animation.

9. Choose the **Fly In** animation.

10. Click the table and choose an animation for the table.

11. Click the presentation picture and choose an animation for it.

12. Click **Preview** (on the left side).



Tip: Numbers will appear beside anything you attach an animation to; this is to show the order they will appear in.

Activity 6: Moving Slides in your Presentation

To move or re-order your slides, hold down the left mouse button and drag the slide into the spot you would like it to appear in your slideshow.

You will see your slides in the slide view at the left of the screen.

Click the third slide, the one with the quote.

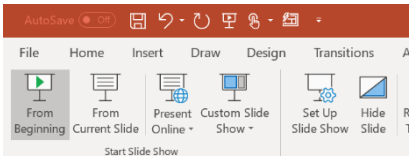
Press the left mouse button and drag your slide down to the bottom of your slideshow. Now your third slide should be in the fourth spot.

The Slide Show Tab

The Slide Show tab is where you manage your overall slideshow. You use this tab to set timing and options for your presentation. Since you are just learning the basics of PowerPoint, at this point, you will just be using the space bar on your keyboard to move from one slide to another.

Activity 7: Running your Slideshow

1. Click **From Beginning**.



2. Use your space bar to go from one slide to the other.

3. You will get to see how all your animations and transitions work.

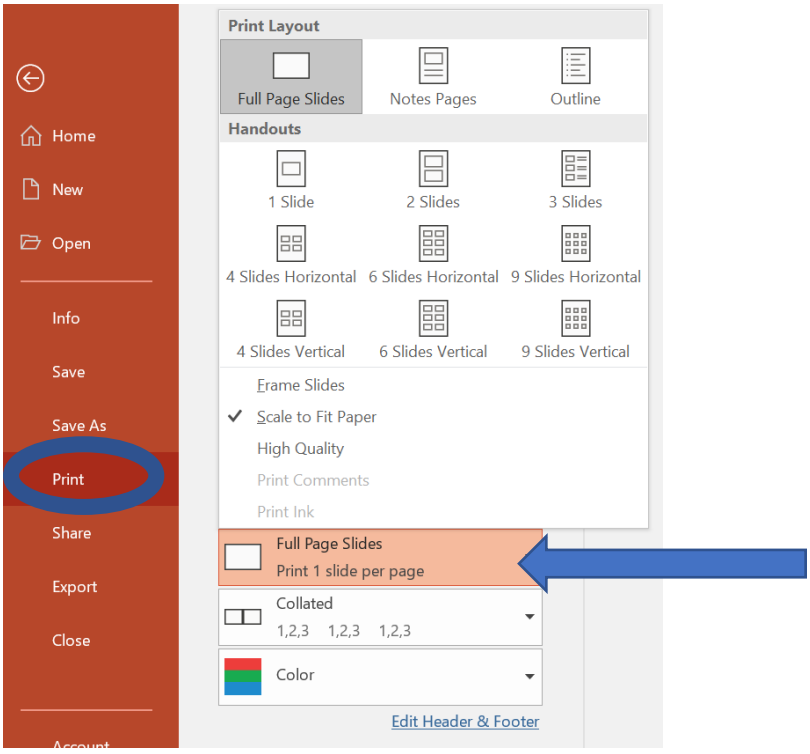
Tip: You will need to click the space bar four times on slide two to go through all your animations.

If you would like to learn more options in PowerPoint, you can learn more at the following web address:

https://edu.gcfglobal.org/en/topics/powerpoint/

PowerPoint Review Presentation: Making your Own Presentation

Pick a subject and make a slideshow about it. If you would like to print your presentation, click **Print** in the File tab. There will be an option to print your presentation in different ways. Choose one of these and then click the **Print** button.

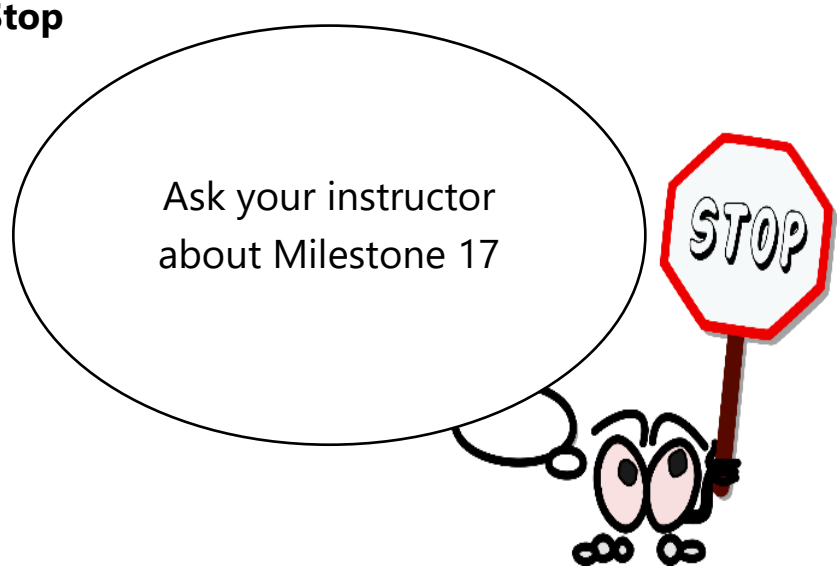


Your slideshow must have:

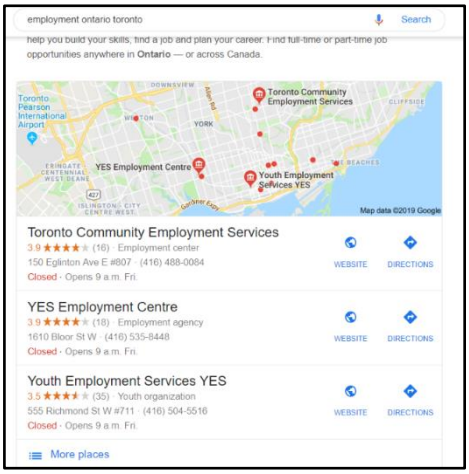
- 💻 at least eight slides,
- 💻 two images and one table,
- 💻 bullets or numbering,
- 💻 transitions and animations, and
- 💻 three to four paragraphs of text.

When you are finished, you can present your work to your instructor and members of your class.

Milestone Stop



Lesson 5: Finding Job Seeking Help Online



Employment Ontario has job offices in communities to help with resumés, online searches and with preparing for interviews. They also have employment, counsellors that will help you find work in a field that you are interested in or offer advice to help improve your chances of getting a job.

You can find an employment centre in your area by visiting the Employment Ontario website.

Simply do a Google search using the words Employment Ontario and the name of the town or city where you live.

Once you have found an office close to you, you can visit the website or search the service on Facebook to learn more. You can also find contact information, so you can call or email this service to make an appointment.

Activity 1: Online Research

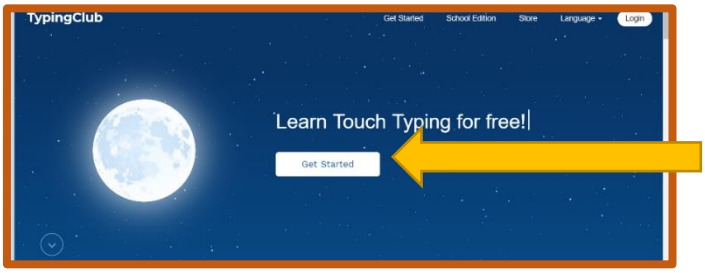
Use an online search engine to find the closest Employment Ontario job centre to where you live and write the address on the lines below:

_____

_____

_____

_____

Suggestion for Further Study

If you need typing practice, you can visit **www.typingclub.com**. Click **Get Started** to start typing.