



DIGITAL LITERACY



60 minutes



This module has sound:

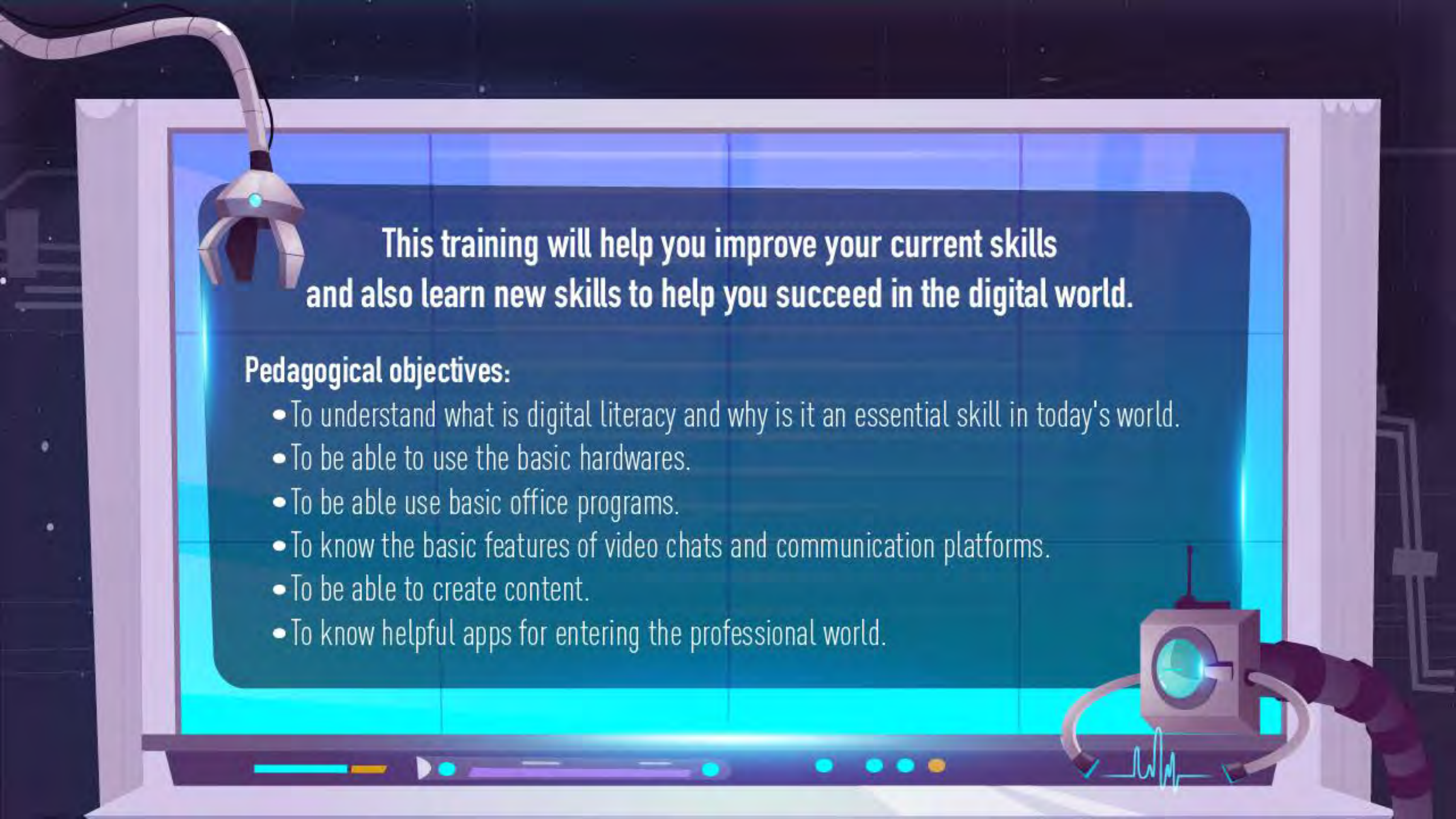
before you start, make sure that your sound is active.

To begin, click on the "next" button located at the bottom right of your screen.



UPTOOL





**This training will help you improve your current skills
and also learn new skills to help you succeed in the digital world.**

Pedagogical objectives:

- To understand what is digital literacy and why is it an essential skill in today's world.
- To be able to use the basic hardwares.
- To be able use basic office programs.
- To know the basic features of video chats and communication platforms.
- To be able to create content.
- To know helpful apps for entering the professional world.

A man with a mustache, wearing a yellow jacket with a small logo on the chest, stands on a stage in a futuristic, metallic room. He is gesturing with his right hand towards a large screen. The screen displays a message in white text on a dark blue background. In the foreground, the silhouettes of a diverse group of people are visible, looking towards the screen. The room features various futuristic elements like a camera, a monitor showing a bar chart, and a door in the background.

Welcome ladies and gents!
**You have been selected for the third
and final step of this recruitment process.**
**This step is designed to evaluate your general
level of digital knowledge and skills. If you pass,
you will be invited to join our company.**

Good luck to you!

I TAKE THE QUIZ !



Listen, you have such a great profile!
Unfortunately, your digital skills are not sufficient
for the missions we would like to entrust
to you within the company.





This is why we would like to offer you a unique opportunity to develop your skills, by participating into a very special space training trip. If you succeed, you'll be welcomed in our company!

YES, I DO ACCEPT THIS CRAZY TRIP!

YES, BUT ONLY IF I DON'T GO ALONE!




Welcome on board!




A friendly-looking robot with a yellow body and blue accents stands in the cockpit of a spaceship. The robot has a speech bubble coming from its mouth. The cockpit features a large window showing a space scene with planets and asteroids, and several control panels with glowing screens. A drone is flying in the background.

Hi, I am this spaceship's driver.
And a digital expert as well.
It's really nice to meet you!



First of all, let me introduce you to Leika, your teammate for this trip, who might become your best ally to succeed in your different missions.

In case of doubt during your different missions, Leika will be able to:

- guide you to the right answer
 - eliminate a wrong answer
 - give you a clue
 - give you a part of the right answer!
- 



First of all, let start with a basic question: What is digital literacy?



Digital literacy





We often hear about the term "digitalization", but many of us still don't know what it is exactly.

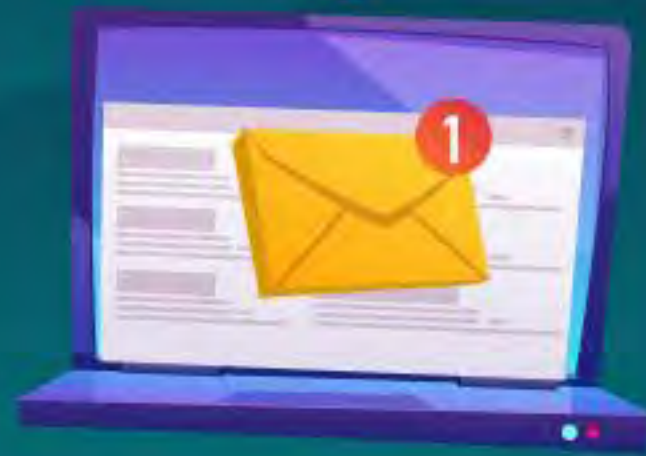


Digitalization





To define this operation, we can say that it is a process that aims to transform traditional processes, objects, tools or professions through digital technologies to make them more efficient.



Digitalization





Digitalization includes electronic payment, social network and automatic checkouts. This process is so common that we can say that society is being transformed by digital technology.



Select the good answer, then click on validate.

Digitalization includes:

Electronic payment

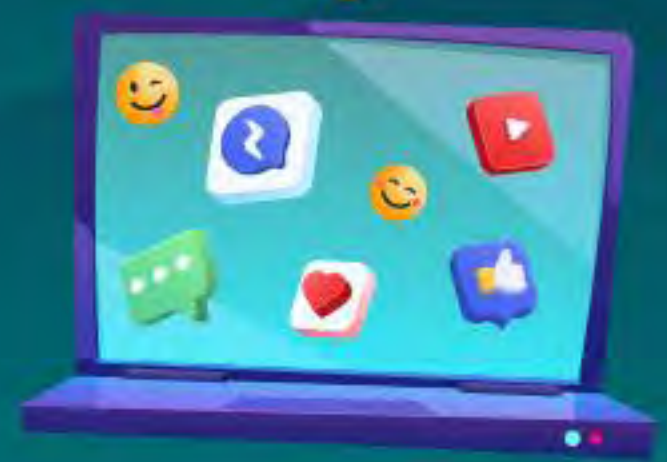
Wrong answer

Social network

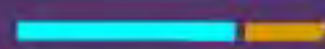
Automatic checkouts



Digitalization includes electronic payment, social network and automatic checkouts. This process is so common that we can say that society is being transformed by digital technology.



Digitalization includes





Now that we know what is digital literacy, let's see what is it good for?



Fields of activity and entire job profiles are changing. That is why new qualifications are needed!





In your opinion, what percentage of employed people work with computers?

Select the good answer, then click on validate.

..... of employed people work with computers.

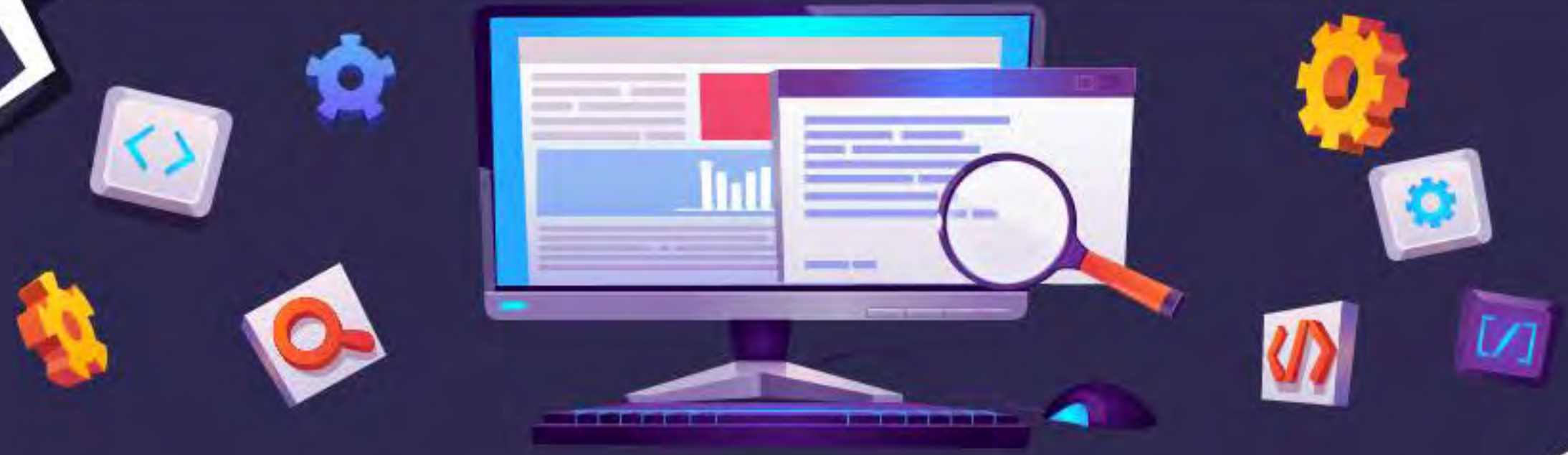
81%

54%

34%



For almost 10%, the use of computer even goes beyond the mere application and includes programming, development, system administration and much more. In the future, this share will be much higher!



10%





Just so you know, the D21 Digital Index still sees that more than a quarter of the total of around 33,000 respondent as "outsider sceptics" who hardly use digital technologies at all.



25%





This is the reason why, during this space training trip, we are going to help you to develop and secure your basics digital skills!

To summarize this first introduction, we can say that:

- Digital skills are becoming a prerequisite at work.
- Digitalization has an impact on our social interaction, on our democracy and on our everyday lives.
- Digital education must therefore be taught in all phases of life and education.



Digital literacy nowadays



It is clear that when we talk about digitalization, all aspects of human society must be taken into account.

Digital literacy nowadays



**Elimination of spatial
and temporal barriers**



Access to information



The websites





Well, it looks like we have arrived.
I wish you good luck! See you soon.





LET'S START OUR TOUR OF THE DIGITAL WORLD!

You are free to explore our destinations in the order of your choice.
In each destination you can earn **a Visa**.

Some planets require you to have already earned **Visas** to access them.

Complete each destination
to complete this journey!

LET'S GO!

SELECT OUR NEXT DESTINATION!



1



PURPLE PLANET  

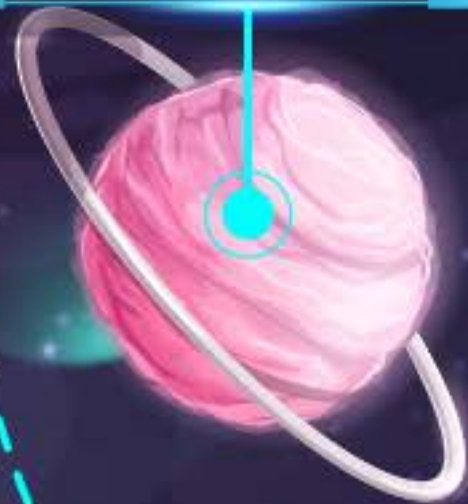
BASICS **COMPUTER**

SCORE **000/000**

PINK PLANET  

BASICS **OFFICE PROGRAMS**

SCORE **000/000**



2

3



YELLOW PLANET  

BASICS **VIDEO CHATS /
COMMUNICATION PLATFORMS**

SCORE **000/000**



SELECT OUR NEXT DESTINATION!



GREEN PLANET

BASICS CREATIONS

SCORE 000/000



**1 visa
to unlock**



RED PLANET

BASICS HELP FOR PROFESSIONALS

SCORE 000/000



**2 visas
to unlock**





Welcome on the Purple planet!
My name is Ramrom.

If you don't know the difference between "software"
and "hardware",
or that "Ram" and "Rom" don't mean
anything to you... you're at the right place!



WE ARE HERE TO ASSIST THIS FAMILY. They are facing several problems:



Mrs. is looking for a **job** but **can't find** one on this planet.



Mr. is an **artist**, but he would like to be **better known**.



Their **child** is sad that they **no longer have contact** with the rest of their family and friends.





And fortunately we have the solution to all their problems: computers!

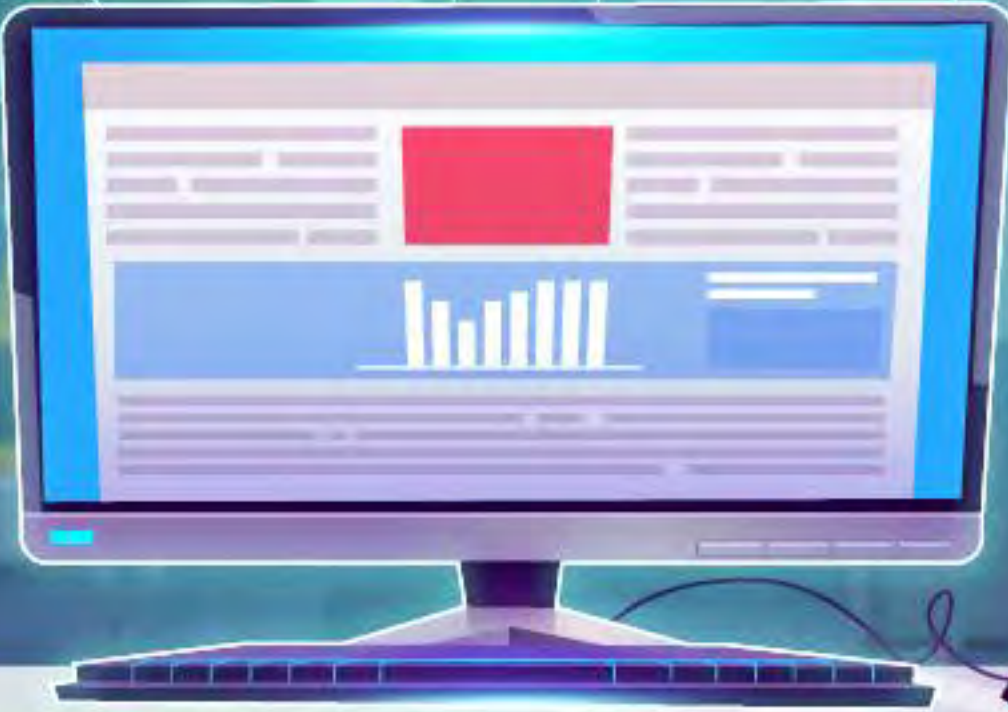
Working with computers can:

open doors for opportunities at work

connect you with friends or family

spray your creativity

and expand your career horizons





The name "**computer**" comes from the latin word for calculating...

When Ramrom hesitates, complete his sentence to help him finish the explanation.

Calcolare

✓
Computare

Personalus Computus

That's it! Because first computers were designed to calculate large amounts of numbers.

The first calculation machine, the analytical engine, was designed and created by two english mathematicians: Ada Lovelace and Charles Babbage.





Let's start by equipping our little family with personal computers!
Give them every PC from the computers pile below.



Drag & drop the elements from the pile on the family.



Need help?



desktop computer

gaming console

mobile phone

scanner

smart TV

laptop

printer

tablet



Let's start by equipping our little family with personal computers!
Give them every PC from the computers pile below.

Drag & drop the elements from the pile on the family.

desktop computer

mobile phone

laptop

tablet

Need help?

gaming console

scanner

Great! I think we have all the PCs here.

Did you know these are called personal computers to distinguish them from other types of computers?
Like : calculators / smart TVs / gaming consoles... which are all technically computers too.





If I tell you...

A computer that's designed to stay in one place, like your office work area or some other semi-permanent location in your home or office.

What computer am I referring to?

Select your answer from the list below.

desktop computer

laptop

mobile phone

tablet



If I tell you...

A computer that's designed to stay in one place, like your office work area or some other semi-permanent location in your home or office.

That's it! Desktop computers are typically comprised of separate pieces for the base unit, the monitor, the keyboard, mouse and speakers.

These separate pieces, as well as the fact that desktop computers have to be plugged into an electrical outlet, make them impractical for moving them from location to location. But it is important to know, that desktop computers offer higher performance for the same amount of money than a laptop.

 desktop computer

laptop

mobile phone

tablet



Note that Laptops have sub-categories like ultrabooks or gaming laptops.

LAPTOP

Ultrabook

Gaming Laptop

Sub-categories

Small, lightweight high-end laptops for business purposes.

Heavier but also with high-end hardware.





Good! We were making progress!
You did a great job, and you win a star to obtain your Visa!

However, we face another problem:
the computer given to the child
does not start.



If you want to understand why it doesn't work,
you have to know how it works inside!





All PCs consist of two main parts, **software** and **hardware**.



SOFTWARE

HARDWARE



Well, can you find the **appropriate definition** for each part?



Drag and drop the right definitions.

HARDWARE



SOFTWARE



...refers to the parts which are exclusively outside of the computer.

...refers to the parts of the computer you can't physically touch.

...refers to the graphic design of the visuals on the screen and of the shell of the computer.

...refers to all the physical parts that make up a computer.



Well, can you find the **appropriate definition** for each part?



Drag and drop the right definitions.

HARDWARE

✓ ...refers to all the physical parts that make up a computer.

SOFTWARE

✓ ...refers to the parts of the computer you can't physically touch.

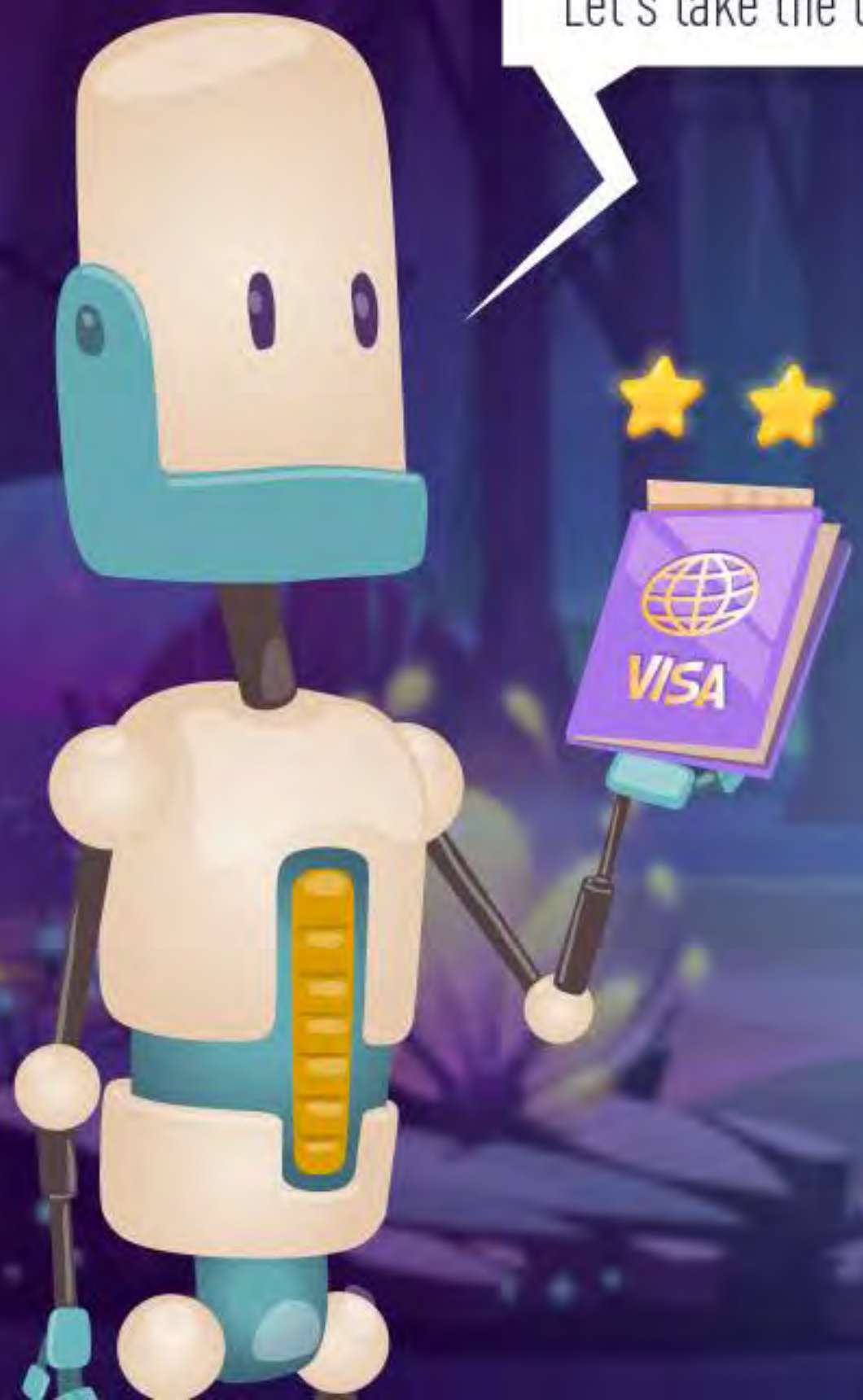
...refers to the parts which are exclusively outside of the computer.

...refers to the graphic design of the visuals on the screen and of the shell of the computer.



Well done! You win a star to obtain your Visa!
Let's take the time to discover in more detail what these two parts consist of.

Click on the part of your choice to discover it.



SOFTWARE

HARDWARE



Let's take the time to discover in more detail what these two parts consist of.



SOFTWARE

A collection of software-related icons. At the top is a donut chart with four colored segments. Below it is a purple play button icon. To the right is a laptop icon. The central focus is a desktop monitor displaying a dashboard with a donut chart and a bar chart. At the bottom center of this box is a green octagonal icon with a white checkmark.

HARDWARE

A collection of hardware-related icons. It includes a green circuit board, a purple wrench, a silver hard drive, a purple mouse, and several gears in blue, yellow, and purple. A purple cable is also visible connecting some of the components.

WHAT IS HARDWARE ?



Hardware refers to all the physical parts that make up a computer.





Do you think you are able to recognize hardware? Let's play a little game:



HARDWARE OR NOT ?

HERE WE GO!

SOFTWARE OR HARDWARE ?



Main unit

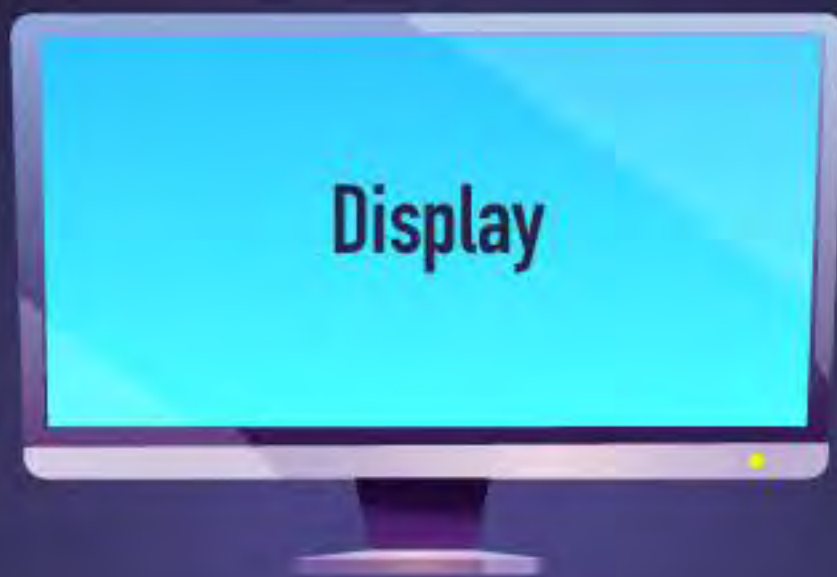

Hardware

Not hardware

Yes! On a desktop computer, you have the main unit that contains the central parts like the CPU, the RAM or memory, and the hard drive.



SOFTWARE OR HARDWARE ?



External monitor

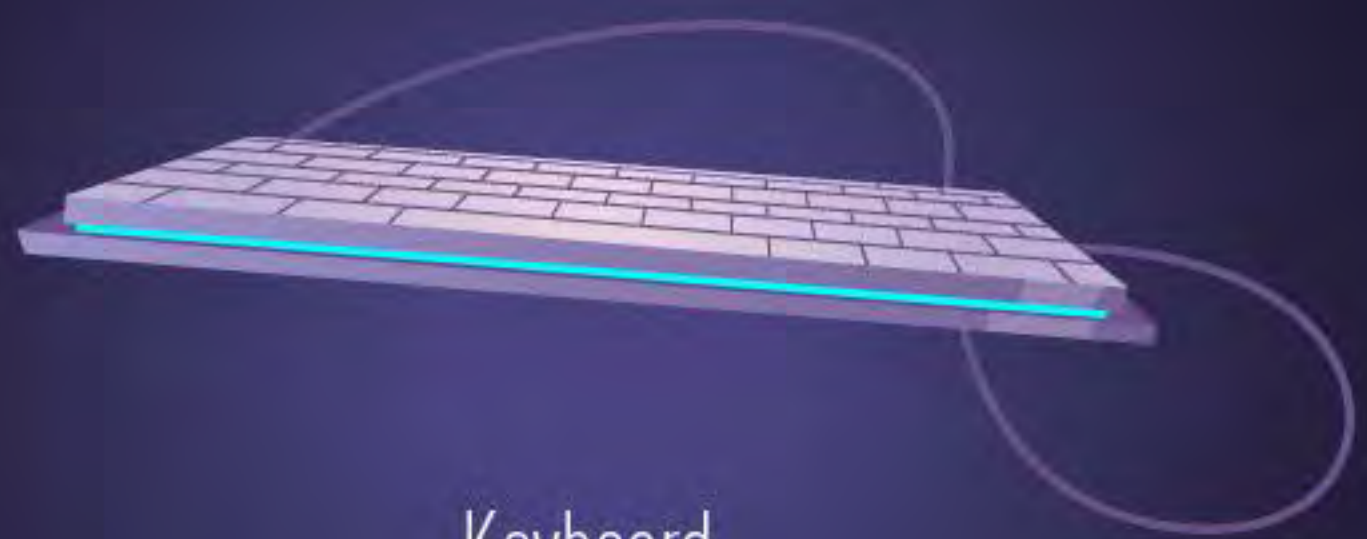

Hardware

Not hardware

Of course! With desktop computers, you also need an external monitor, also called a display. As its name suggests, it is used to display the image generated by the computer.



SOFTWARE OR HARDWARE ?



Keyboard


Hardware

Not hardware

Yes! A keyboard is a hardware piece. It is a **device** for inputting information.



SOFTWARE OR HARDWARE ?



Program installation disk

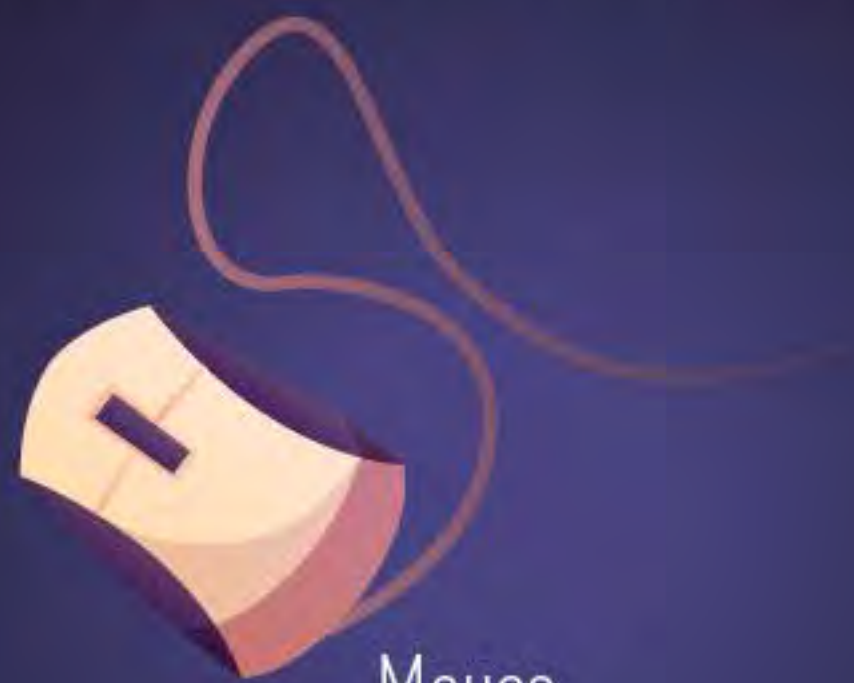
Hardware

✓
Not hardware

Yes! Even if the record is quite physical. It is only a support to store the program and not hardware.



SOFTWARE OR HARDWARE ?



Mouse


Hardware

Not hardware

Yes! A mouse is a piece of hardware. It is a pointing device dedicated dedicated to navigating applications and inputting information.



SOFTWARE OR HARDWARE ?



Printer

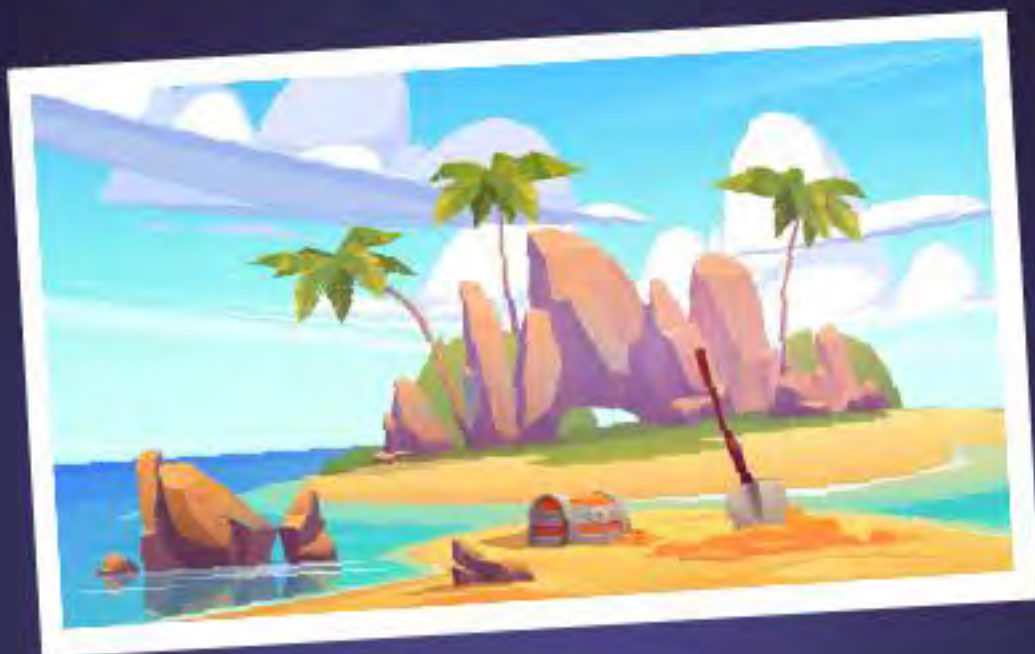
Hardware

Not hardware

Yes! Hardware can also refer to any number of accessories you can connect to the computer.



SOFTWARE OR HARDWARE ?



Picture

Hardware

Not hardware ✓

Of course it is not!



SOFTWARE OR HARDWARE ?



Speakers

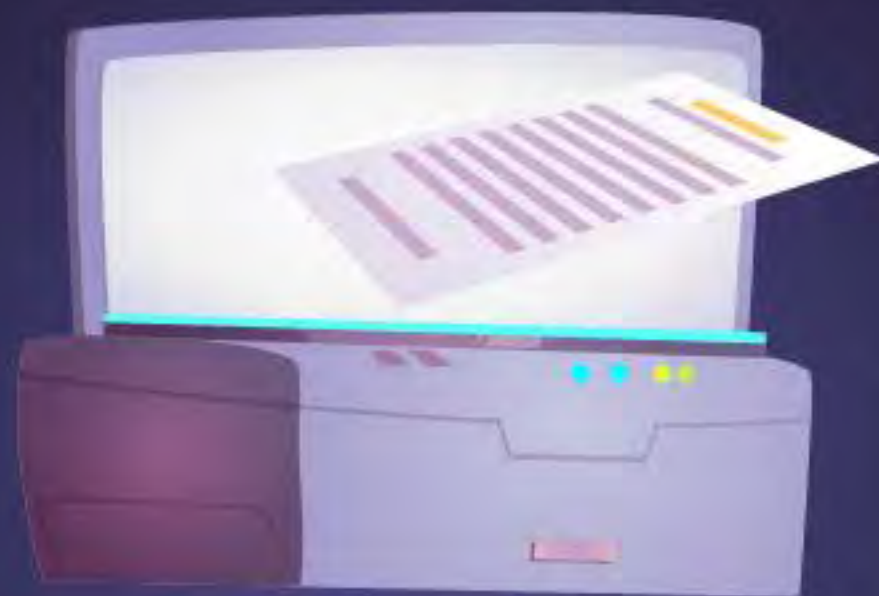

Hardware

Not hardware

Yes! Speakers are accessories - and thus hardwares - dedicated to output the sound of generated by the computer.



SOFTWARE OR HARDWARE ?



Scanner

Hardware

Not hardware

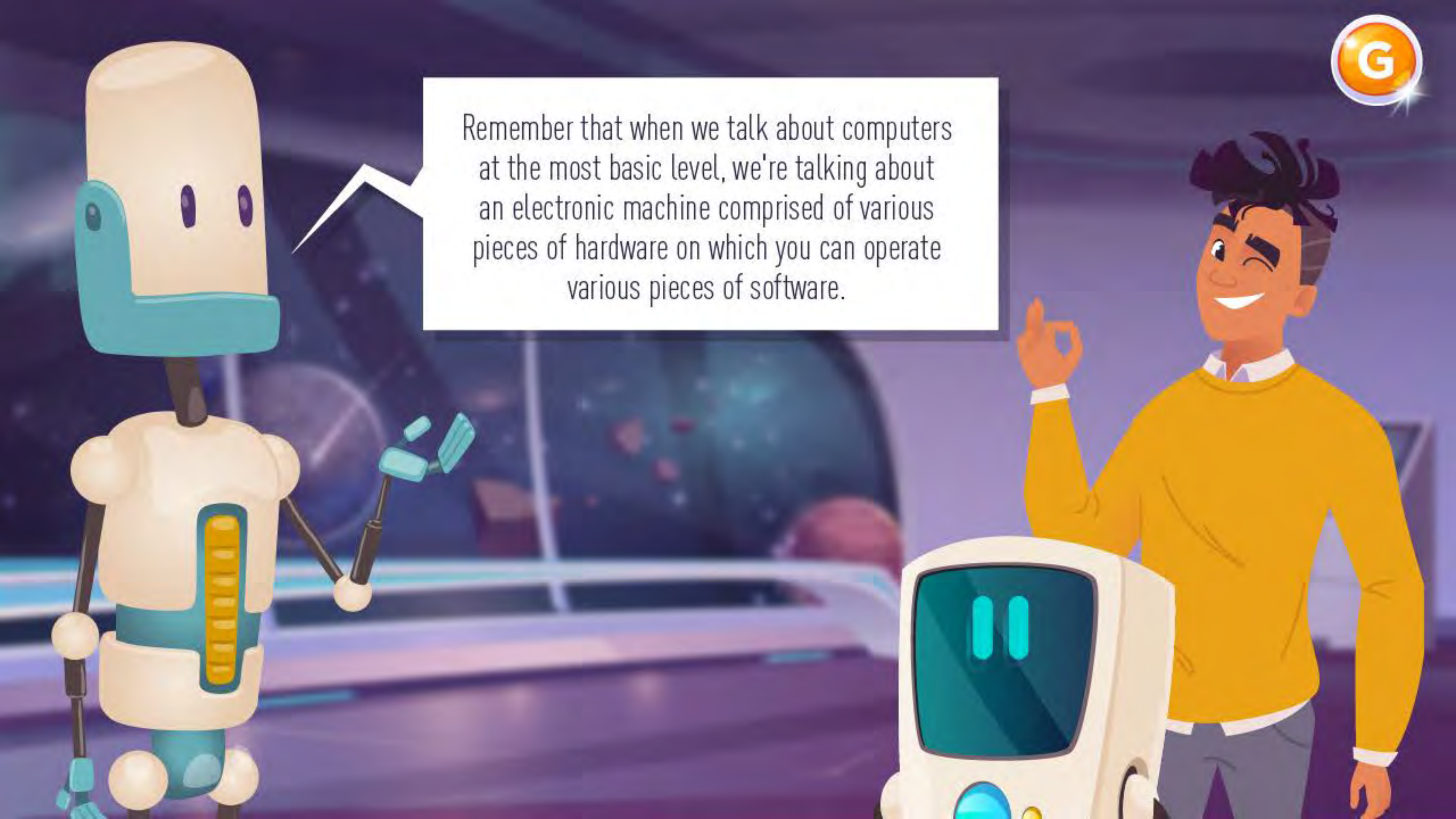
That's it! Like other accessories, scanners are hardware.



Well done !



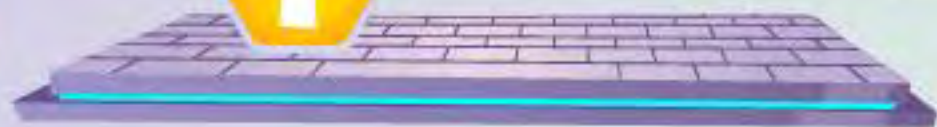
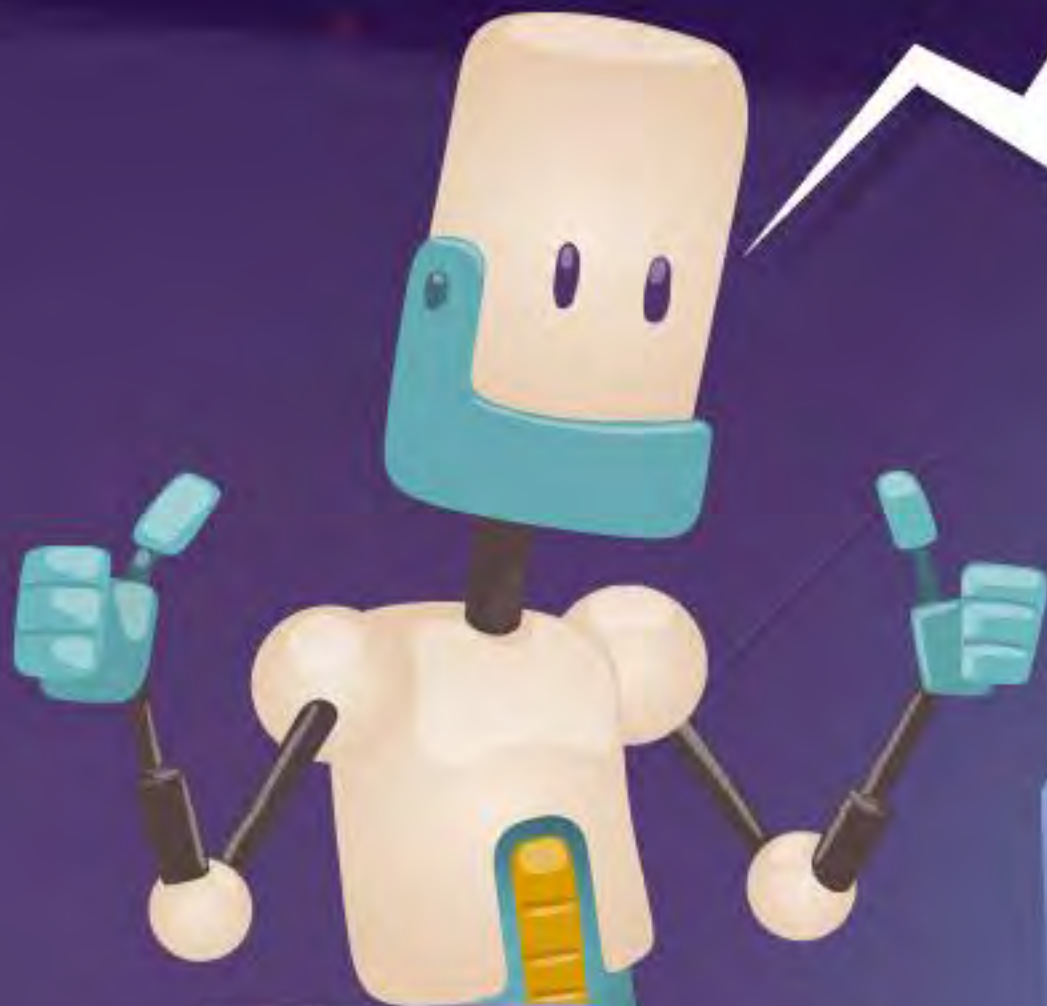
As you have understood: every **physical part** of the computer is **hardware**. But this term can also refer to any number of **accessories** that allows you to **give additional functionality** to the computer.

An illustration featuring a man with dark hair, wearing a yellow sweater and grey pants, standing on the right and pointing upwards with a smile. On the left is a tall, white robot with a blue visor and a yellow vertical slot on its chest. In the foreground on the right is a smaller, white, rounded robot with a blue screen on its face. The background is a futuristic, dimly lit space with purple and blue tones and some blurred structures.

Remember that when we talk about computers at the most basic level, we're talking about an electronic machine comprised of various pieces of hardware on which you can operate various pieces of software.



If you want more information on a particular item,
click on it and I'll explain it to you.



The monitor, sometimes called the screen, is what allows you to see whatever is being displayed by the computer, whether it's text documents, videos or photos.

GOT IT!



The mouse is a pointing device that allows you to operate the computer by pointing and interacting with the items on the screen.

On most laptops, trackpad used as pointing device. It can replace the mouse.
(Note that eventhought you have a trackpad on your laptop, you can decide to use a mouse instead, by connecting it to your device.)

GOT IT!



The microphone, which allows you to be heard by your computer, whether in a video conferencing application or in another program where you need to record your voice.

GOT IT!



What is the base unit ?

The **RAM** or memory in the base unit, is the short version (acronym) for random access memory. The more RAM you have, the more documents and applications you can run on your computer at the same time.

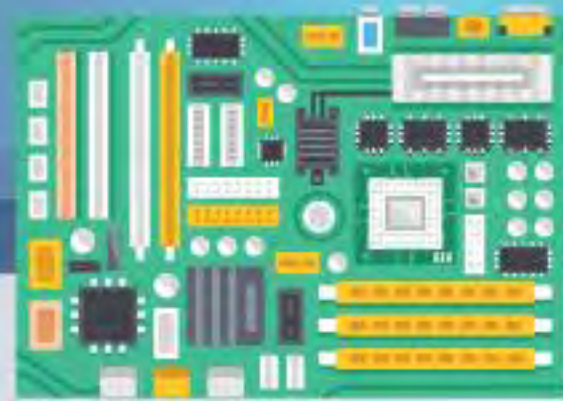
GOT IT!



The **base unit**



The **motherboard**
or **mainboard**



The **hard disk**



The **RAM**
or **memory**



The **CPU**





I've taught you everything I know about it.
Let's move on.





There are many other components that can be added to a computer. But keep in mind that the components we've discussed here are the most essential elements to know for interacting with and operating most of the applications you commonly use on your computer.



Well done. Remember that when we talk about computers at the most basic level, we're talking about an **electronic machine** comprised of various **pieces of hardware** on which you can operate various **pieces of software**.



SOFTWARE

HARDWARE



Everything is clearer now: the child's PC wasn't working because the motherboard had shifted during transport.

And without a properly working motherboard: no computer. The problem is fixed.

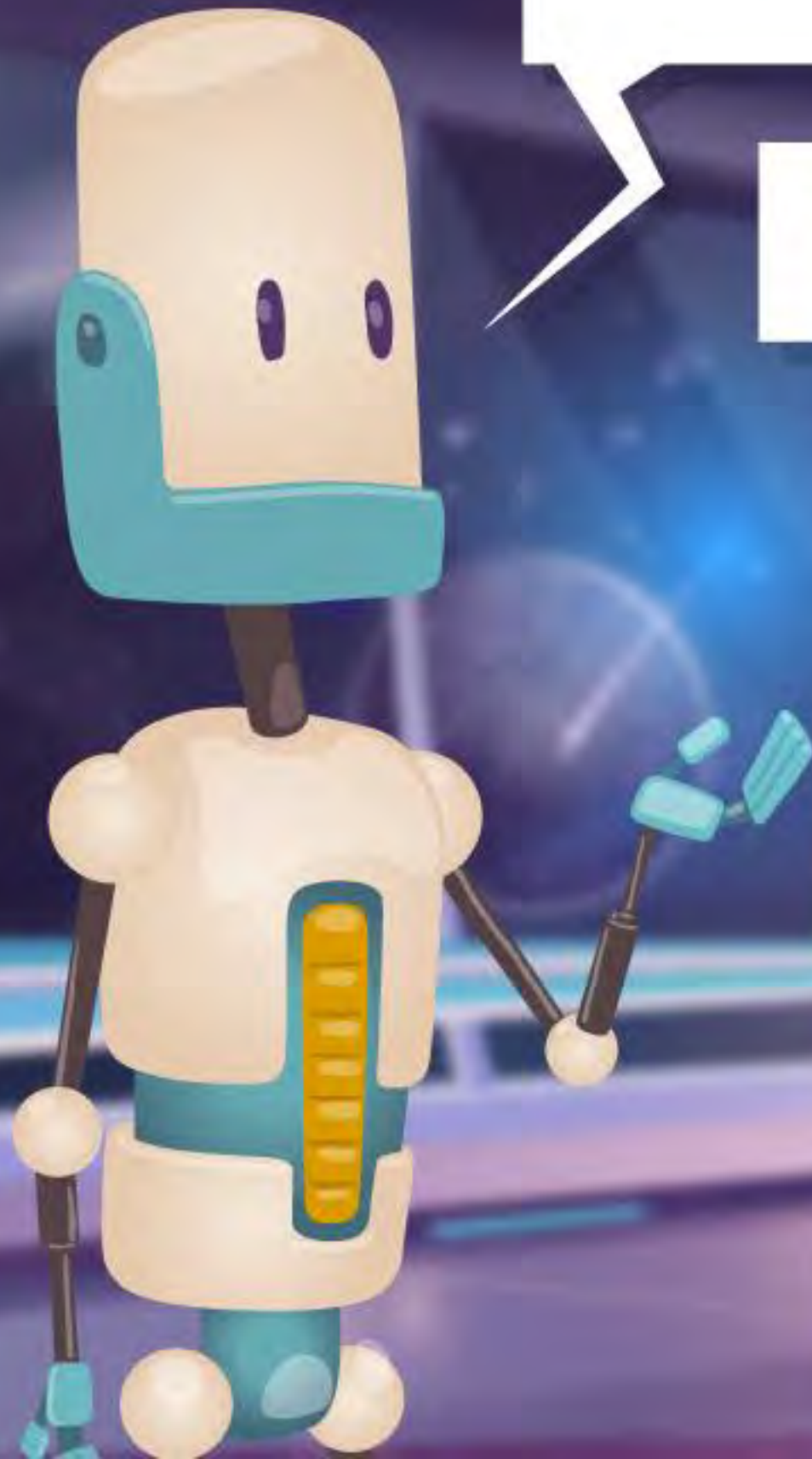




The lady seems to find job offers on her new smartphone, and that's promising.

But mister seems to have trouble drawing on the touch screen of his phone.

Could he have chosen the wrong device? Wouldn't a tablet be more suitable?





In your opinion, what percentage of French people use their smartphone, just like this family, or tablet rather than their computer to connect to the internet?



Select the good answer, then click on validate.

Over 10%

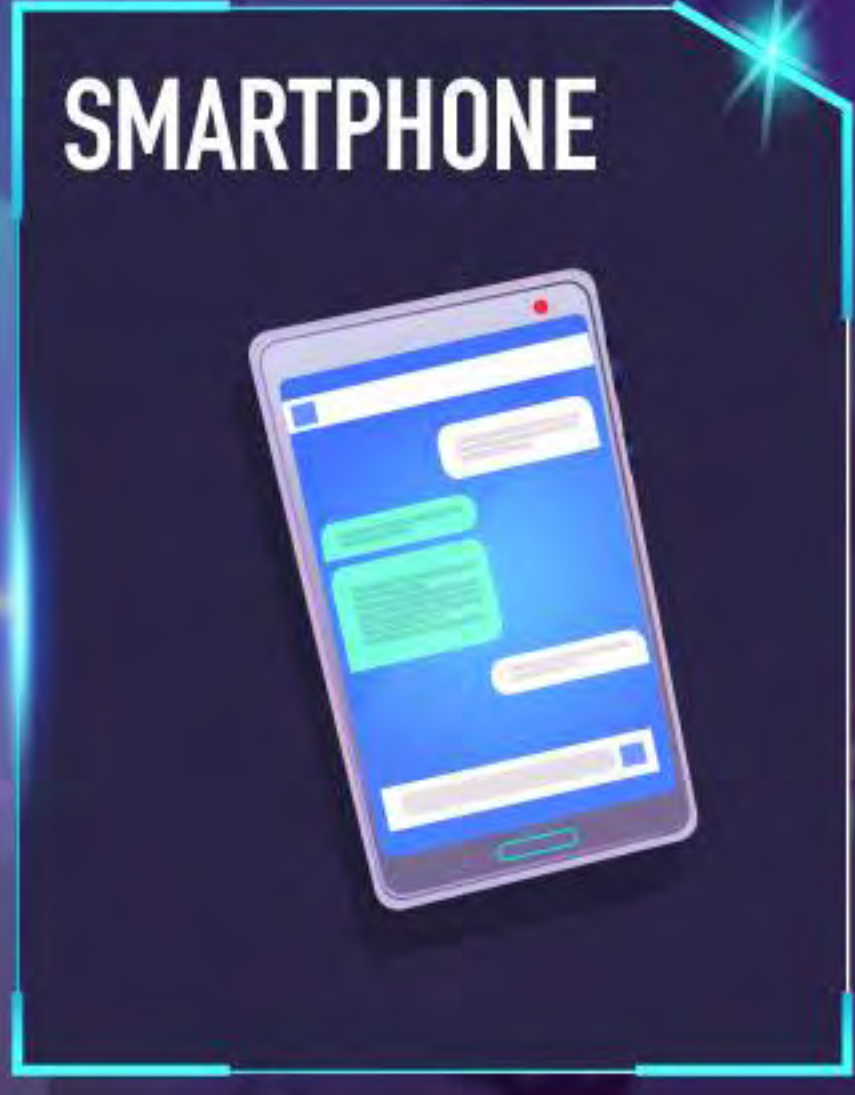
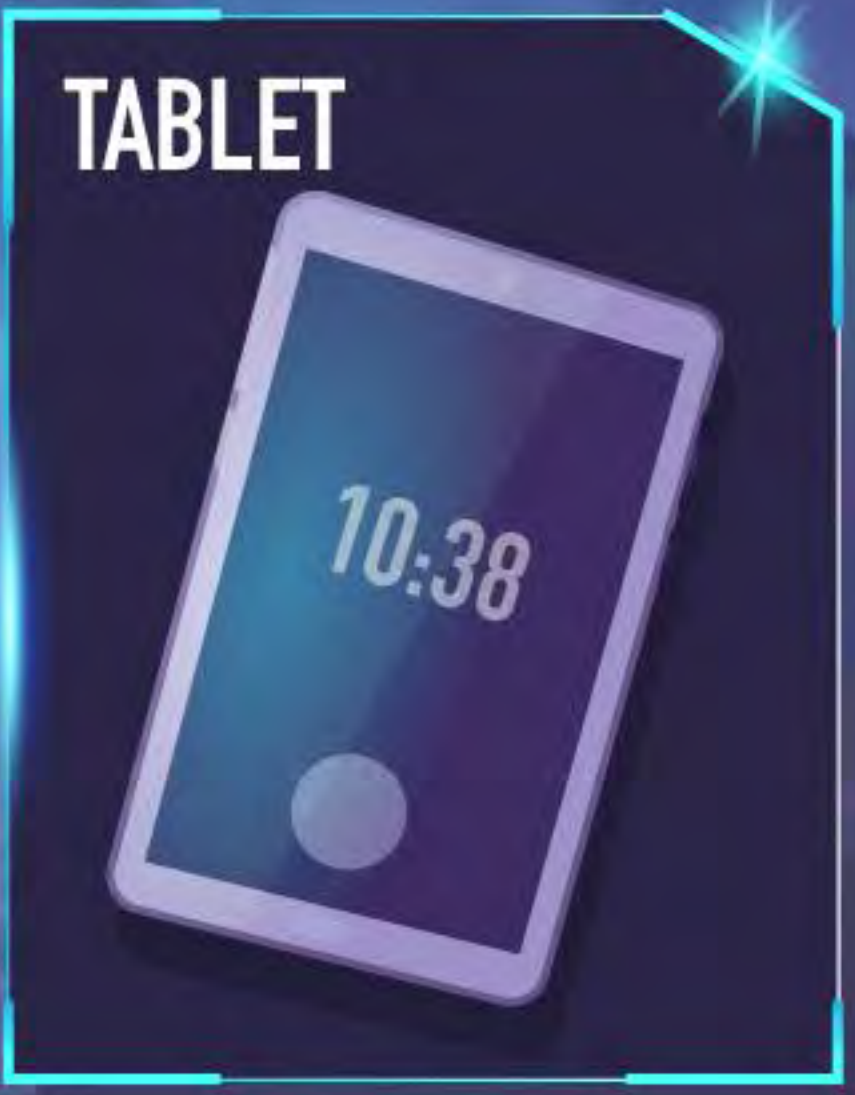
Over 30%

Over 60%

Over 90%



Even if tablets and smartphones look the same, they do have their differences.
what about discovering them with a little game?





Can you tell if I'm talking about a tablet or a smartphone?



**TABLET or
SMARTPHONE
or BOTH?**

HERE WE GO!



TABLET or SMARTPHONE or BOTH?

Click on the right answer.

“Don't have physical keyboard.”

Tablet

Both

Smartphone



Yes! Both don't have physical keyboard. Instead of having a physical keyboard and track pad, they are touch sensitive, meaning you tap and interact directly with the items on the screen with your fingers, or sometimes with a special pen called a stylus. And when you need to input text, a screen-based keyboard will appear. On many tablets, you can add an external physical keyboard.



Well done! These are all actions that you can perform on your smartphone.



With a smartphone, you can:

Select the right answers, then click on validate.

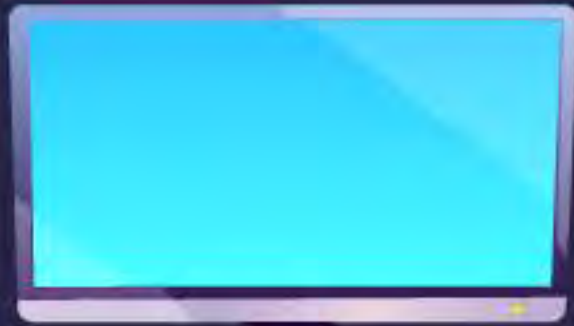
- ✓ Make phone calls
- ✓ Have access to the internet
- ✓ Communicate with others
- ✓ Access your email
- ✓ Share files
- ✓ Perform a variety of other online tasks that other personal computers typically require a wifi internet connection to accomplish

Structure and function of a smartphone / tablet



Depending on your needs, you may find yourself using one or a combination of these types of personal computing devices to get things done.

PC



TABLET



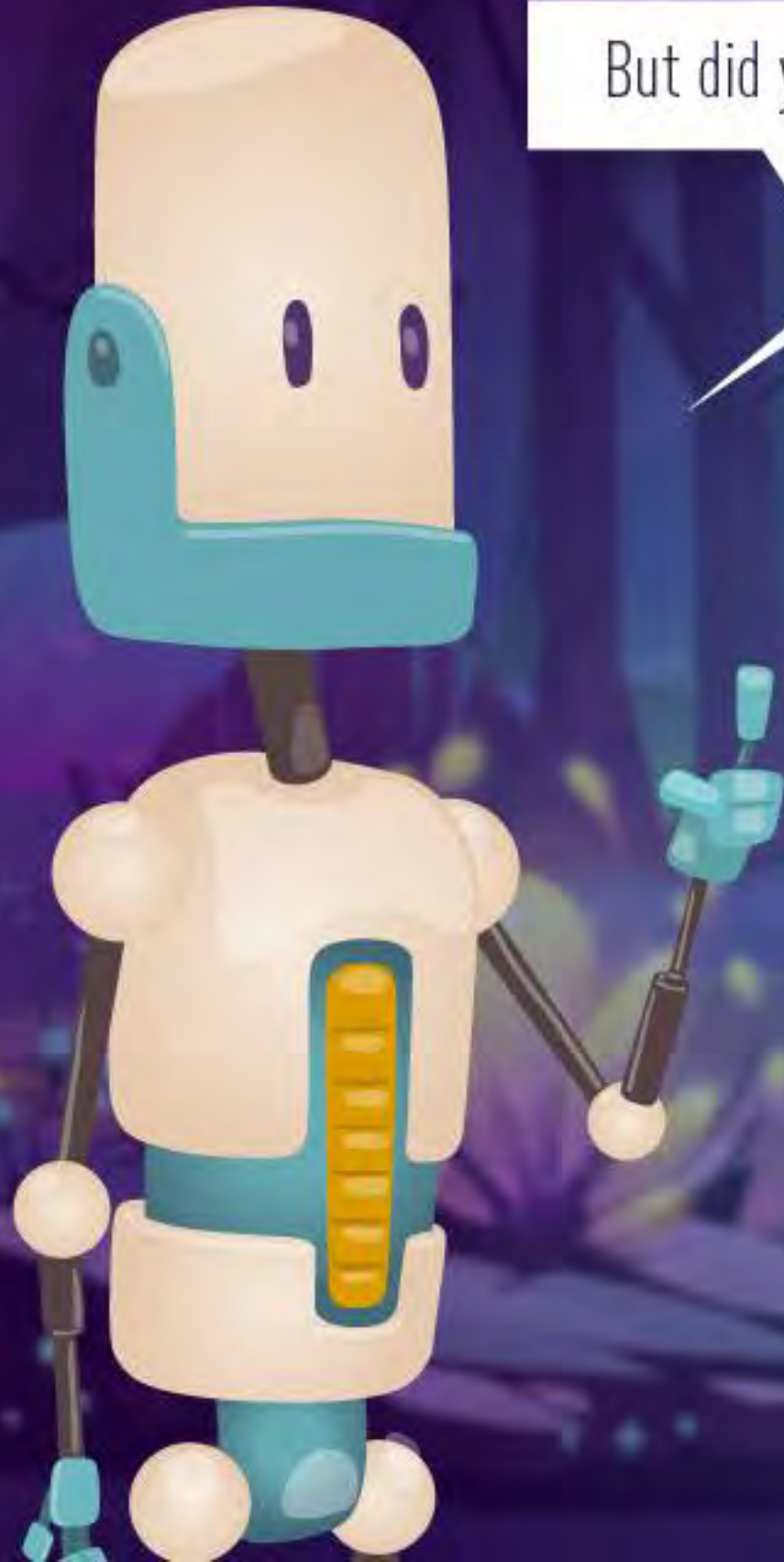
SMARTPHONE



Structure and function of a smartphone / tablet



But did you know that behind every one of these devices hides a brain that makes it work?



PC



TABLET



SMARTPHONE



Structure and function of a smartphone / tablet



Do you know how we call it?

Select the correct answer.



The Master Program

The Operating System

The Brain Software

The processor



What is an Operating Systems (OS)?

In fact, the operating system, or OS, is the master program of your computer. A software that acts like a brain, using the processor's computing power to function.

OS
Operating System



What is an Operating Systems (OS)?



OS - Operating System

The operating system can:

- Allocate memory to programs
- Copy files from one drive to another
- Receive commands from your keyboard and mouse
- Tell you the time of day.





Note that you can't have a computer without an operating system. You'd feel like you'd stepped back in time and had to code everything from scratch.





Usually the operating system comes pre-installed on your computer.

But if you've had your computer for a few years, you may want or need to upgrade your operating system to the most current version that the operating systems manufacturer has released.

Or if you configure and build a desktop pc by yourself you usually have to install the operating system by yourself.





There are many different operating systems, do you know any?

Which of the following programs are OS?

Select each correct answer, then validate.





The three most well known Operating Systems are:



Windows



MacTM OS





Now there are some experimental smartphones with a complete desktop-like version of linux as operating system.

Mobile phones run different operating systems too:

ANDROID OS



android

iOS

iOS

LINUX RIGHT



nemo mobian
UBports



Most operating systems like Windows and macOS also come with built-in programs called applications, or “apps”.

Do you know what an application is?

Select the correct answers then validate.

A simple word processing program

A stick of RAM

A photo gallery

A tool for sending and receiving e-mails

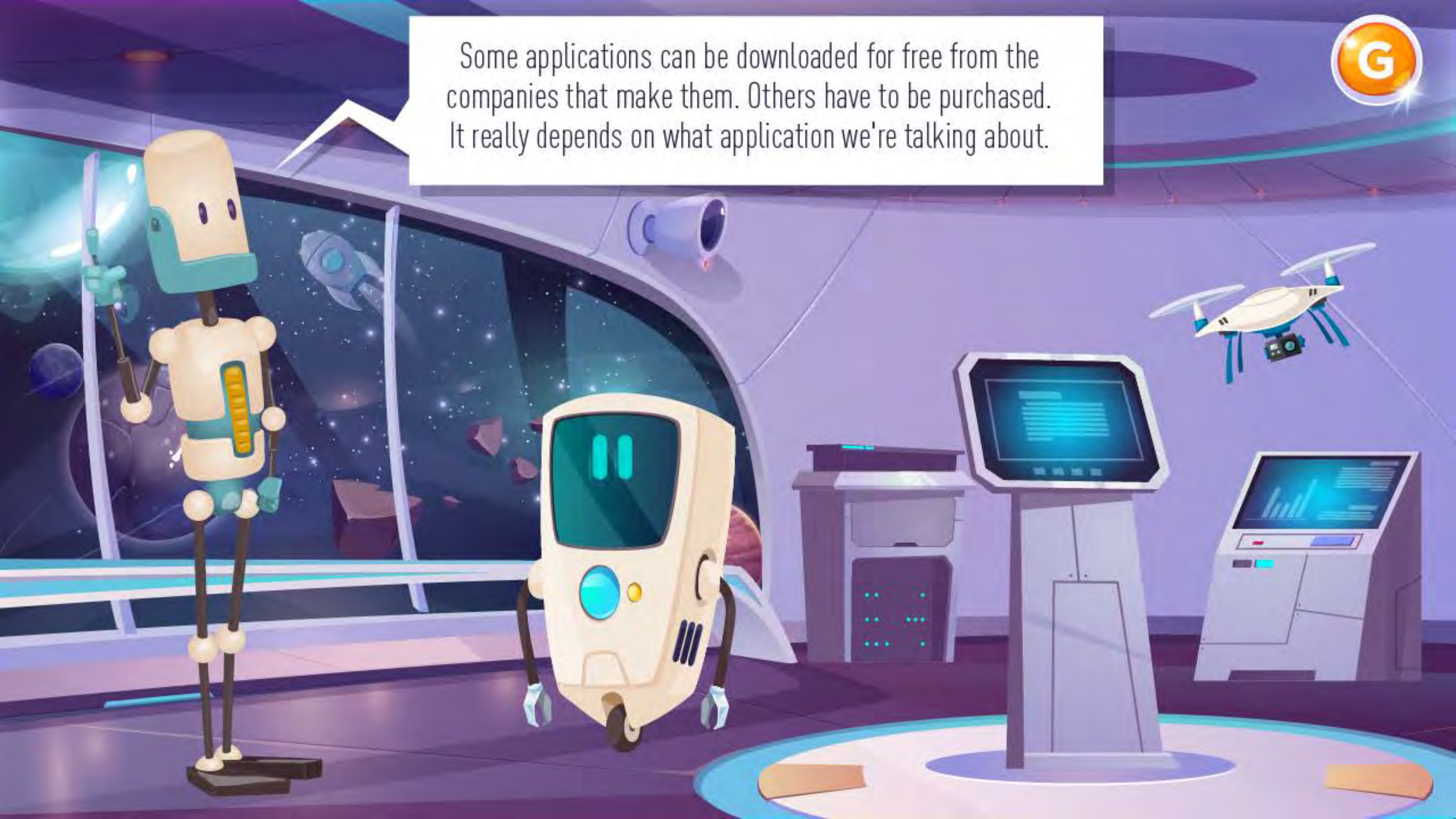
A bluray disc player

VALIDATE





Some applications can be downloaded for free from the companies that make them. Others have to be purchased. It really depends on what application we're talking about.





It's also very important to note that you usually have to make sure you're downloading or purchasing the version of software that's made for your operating system.





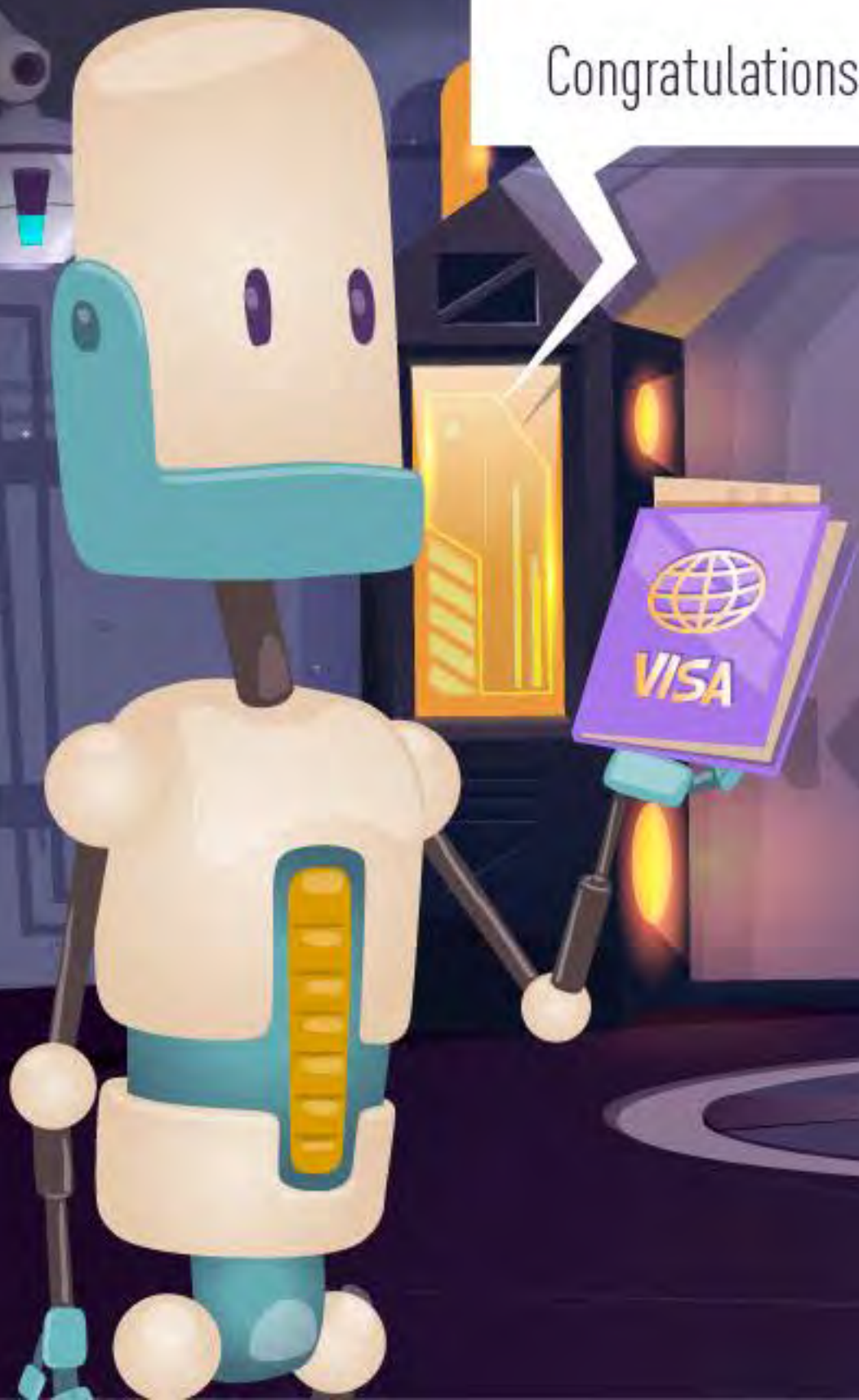
Well, now that mister uses a tablet, he has no difficulty in practicing his art. It's important to choose the right device.

Thank you for your help.
I wish you good luck for the rest of your space trip!





Welcome back on board.
Congratulations to you, you did a great job, and obtained a VISA for the next Planet!





WELL DONE!

You've earned your first visa!



Now **Pink planet**: Creating content
is accessible with our spaceship.

NEXT!



WELCOME ON PINK PLANET

Welcome on the Pink Planet!
My name is Clippy.

Are you ready to help me teach local residents how to use office programs?



Here is the **central hub** of the computer, it is the screen that appears once your computer has started. **Do you know the name of this screen?**

Select the right answer.



The main screen

The launch page

The desktop

The reception





This screen is called desktop.
It is composed of different basic elements, take your time to discover them.



THE DESKTOP

Click on each label.



The desktop wallpaper

The icons

The taskbar



Among computer programs, office software is the most widely used.
Do you know what we can do with them?

Select the right answers, then validate.



Writing e-mails

Writing texts

Building presentations

Creating calculation spreadsheets

Editing pictures



VALIDATE

Yes, all these actions can be performed using office programs.
In general, these programs are packaged in an office suite.

Select the right answers, then validate.



Writing e-mails

Writing texts

Building presentations

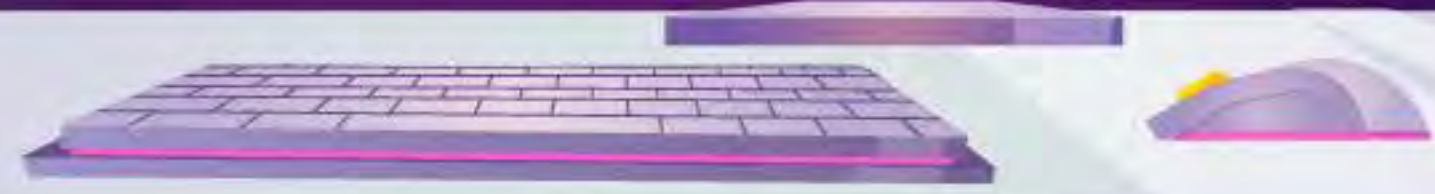
Creating calculation spreadsheets

Editing pictures





An **office suite** is a set of software applications created by the same supplier and designed to be used for routine tasks within an organization. Typically, an office suite includes applications such as :



Well... we're facing several problems here. Everyone on this planet needs to use office software to succeed in their projects.




Go and meet each inhabitant to help them.



Managing files

Managing files
This resident wants to **create files** on his computer and **store** them.



SEND ASSISTANCE

Text document

Spreadsheet



Slideshow



Emails



Sharing files

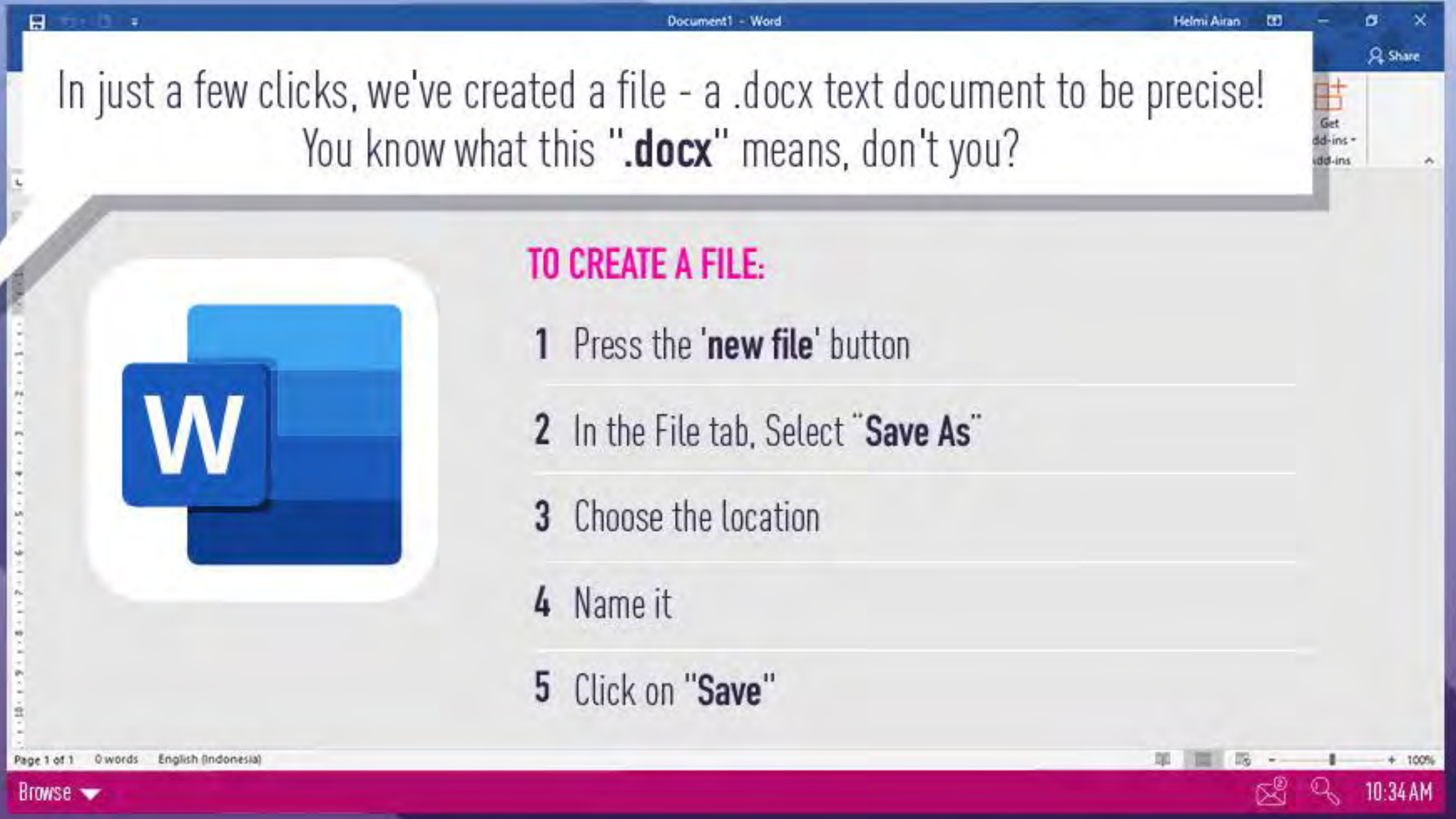


In just a few clicks, we've created a file - a .docx text document to be precise!
You know what this ".docx" means, don't you?



TO CREATE A FILE:

- 1 Press the 'new file' button
- 2 In the File tab, Select "Save As"
- 3 Choose the location
- 4 Name it
- 5 Click on "Save"





You know what this ".docx" is, don't you?

Select the correct answer.

It means it's a file for Windows

This is a file extension

This means that the document is incomplete

This is to indicate that the document comes from microsoft word





Okay, let's take this file for example. This file has its "**name**" and it also has this "**.txt**" as part of the name: this is called a **file extension**.

name.txt

Browse ▾



10:34 AM





There are other examples of common file extensions.

.txt

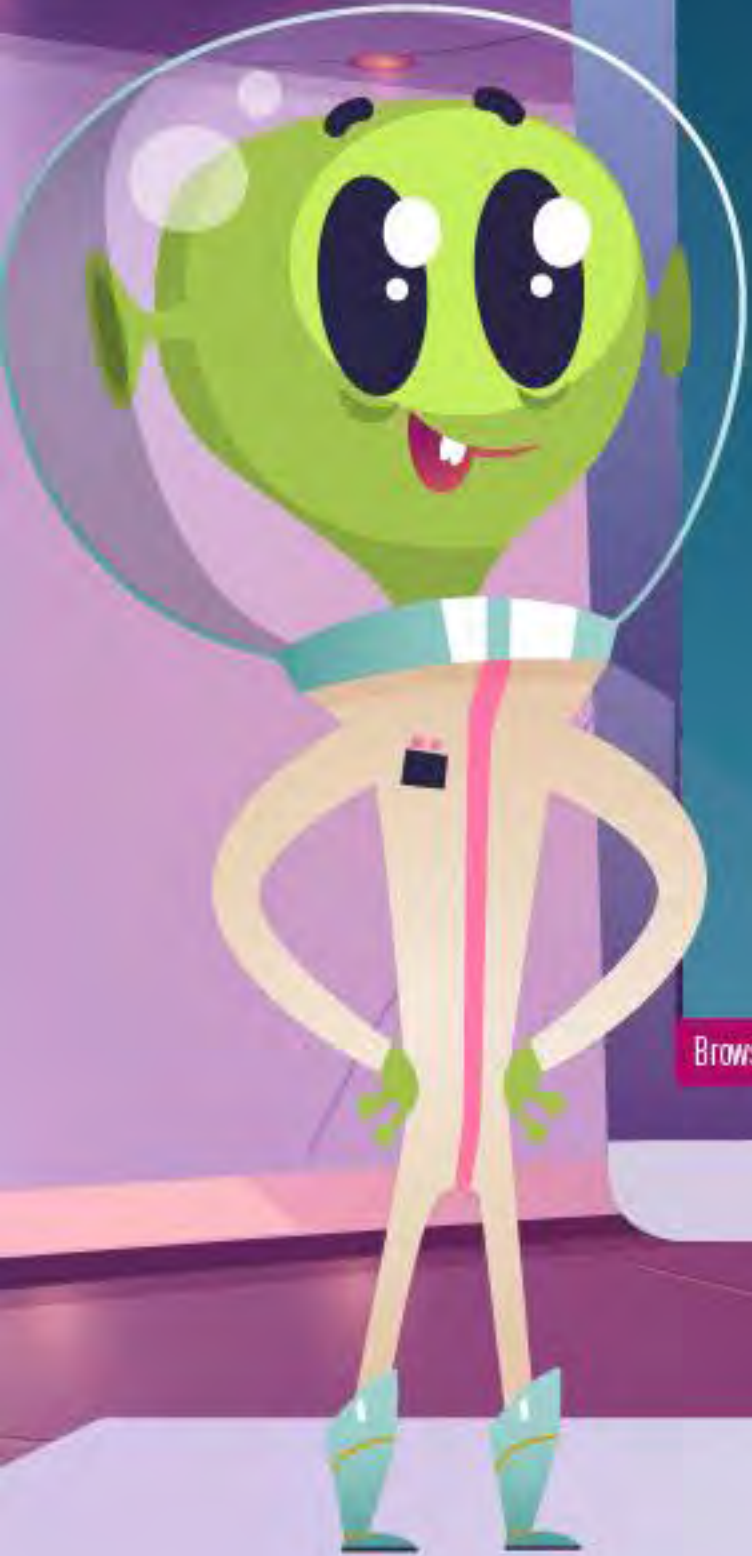
.pptx

.pdf

.odt

.xlsx

....



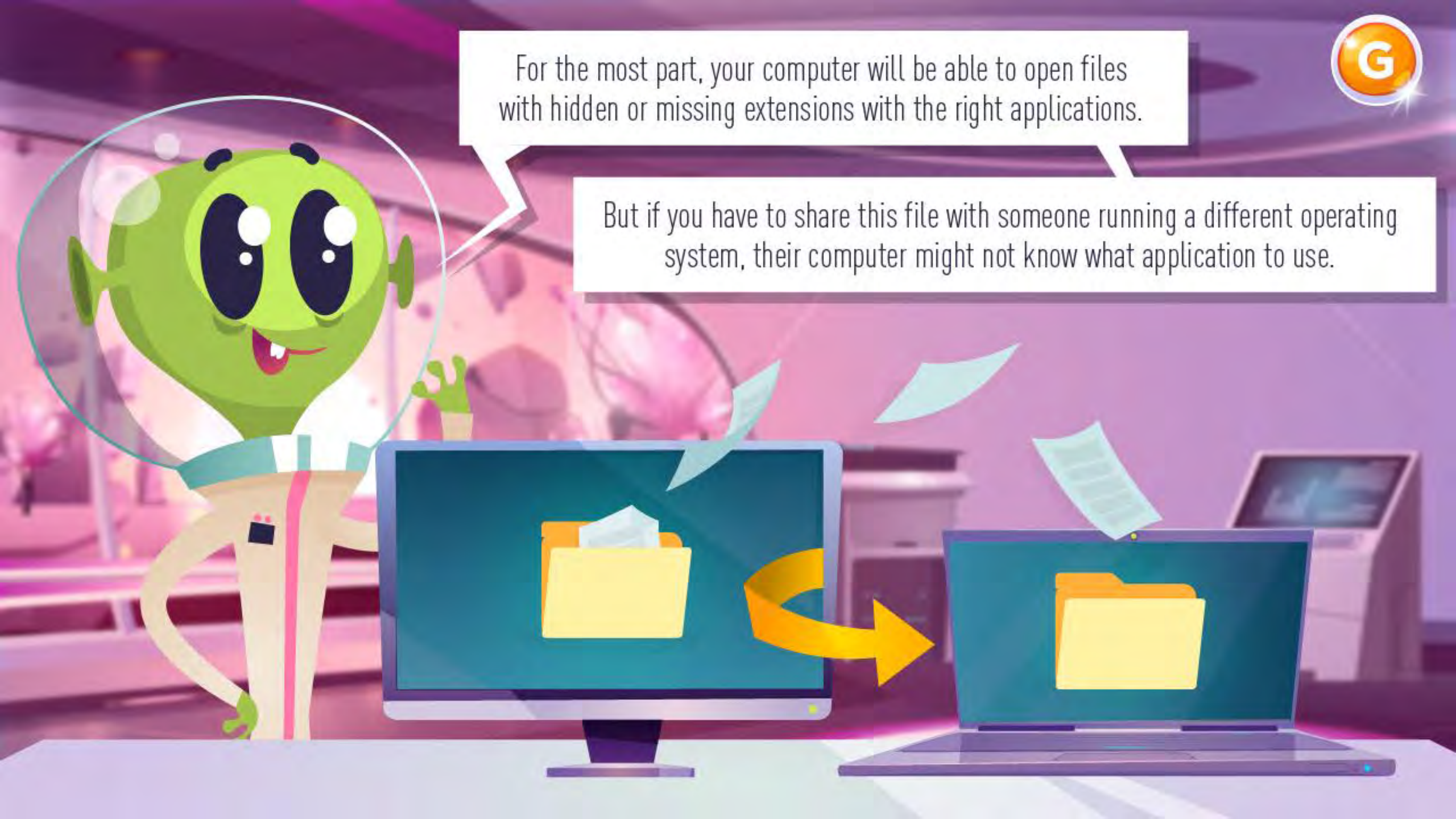
Browse ▾

10:34 AM



For the most part, your computer will be able to open files with hidden or missing extensions with the right applications.

But if you have to share this file with someone running a different operating system, their computer might not know what application to use.



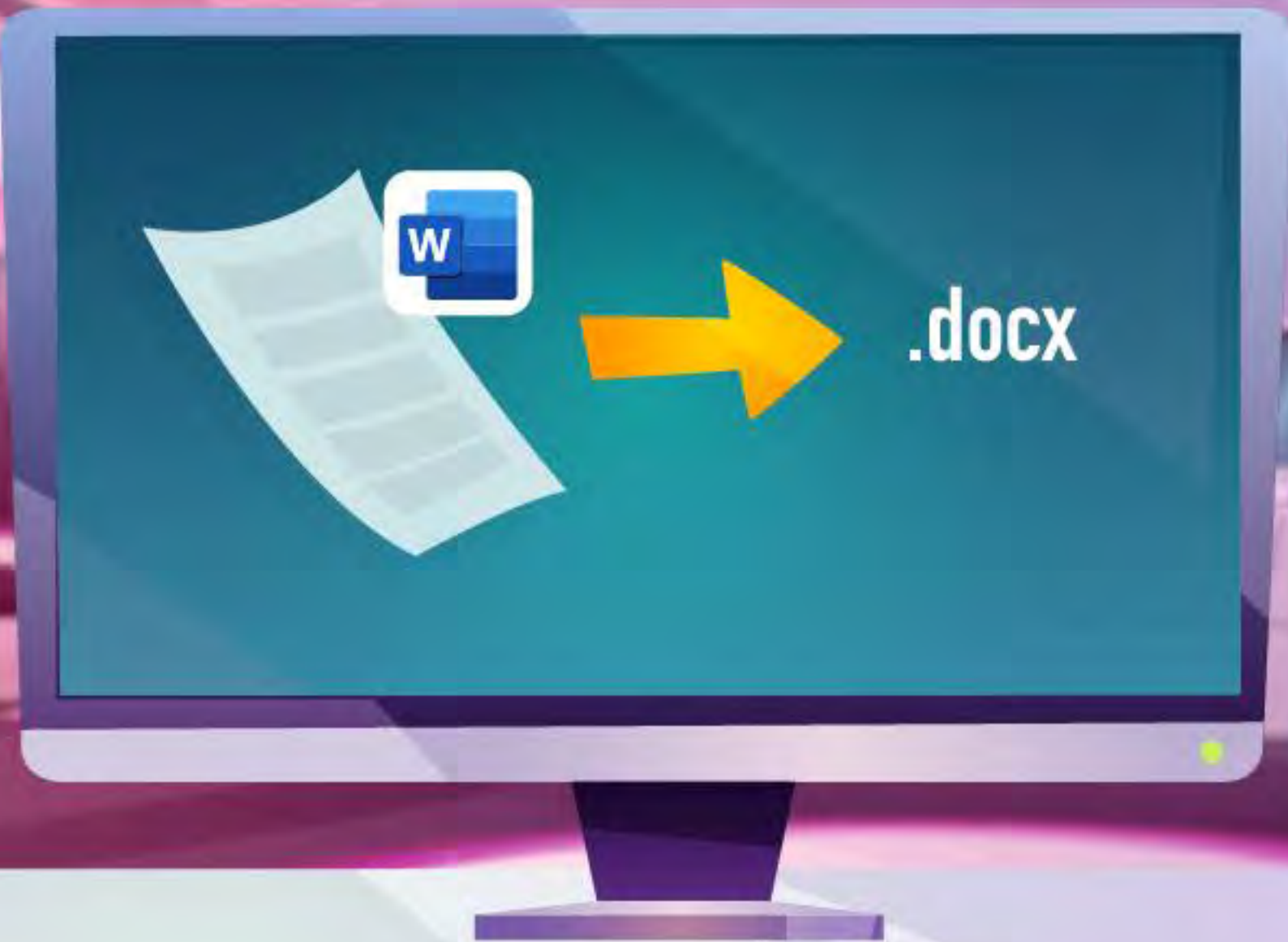


In this case you can change the file extension via the possibility to save it as another file type. To do so you'll have to open the file with the right program, and then search the option "**Save as**" or "**Export as**". Then you can choose between various file types.





Oh, just in case: on some OS like Windows, the file extension may not be displayed if it's known to the system. If your document is a word file, has the word icon and opens with word, even if the extension is invisible, don't panic, it's simply hidden in the explorer options.



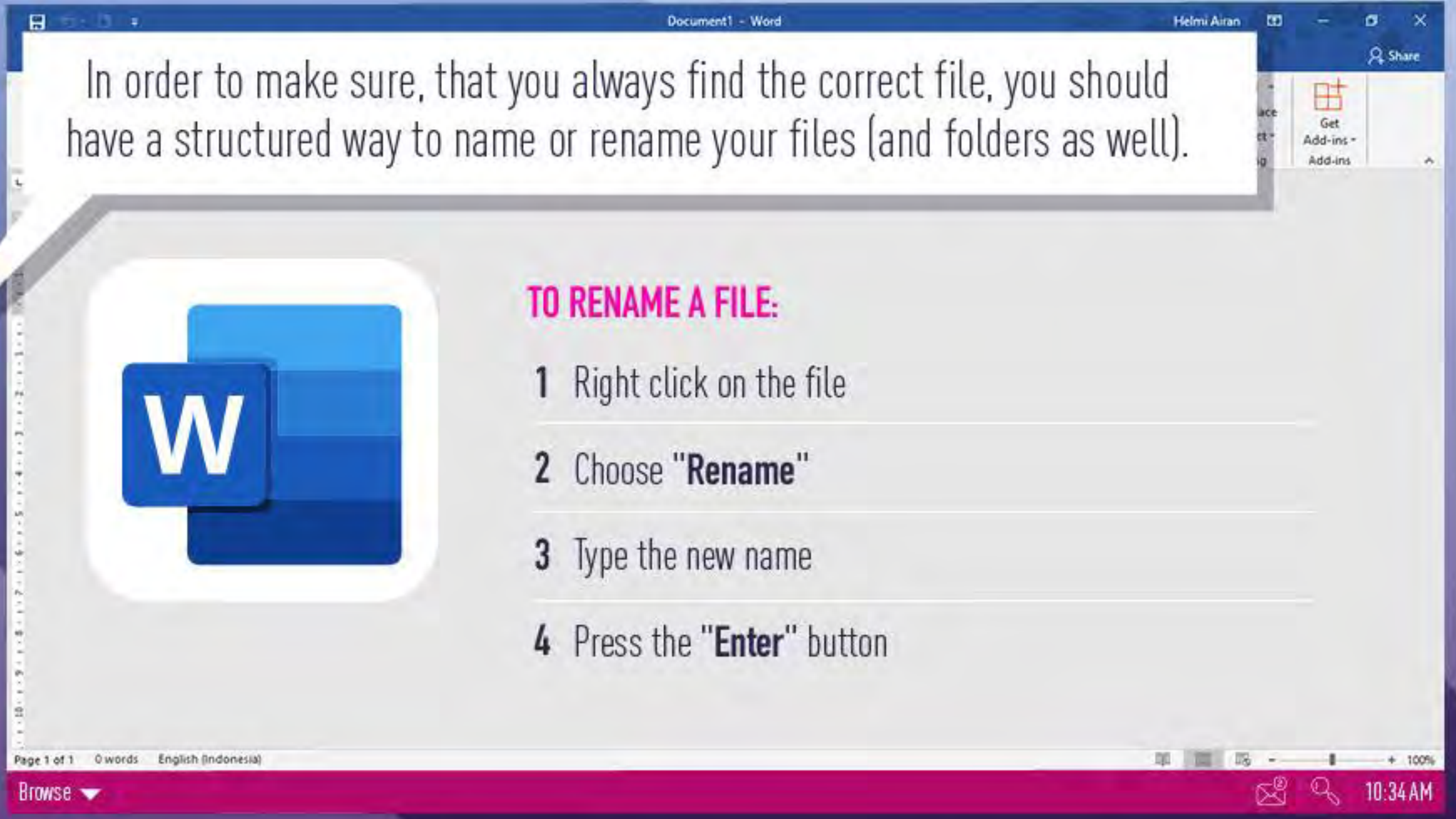


In order to make sure, that you always find the correct file, you should have a structured way to name or rename your files (and folders as well).



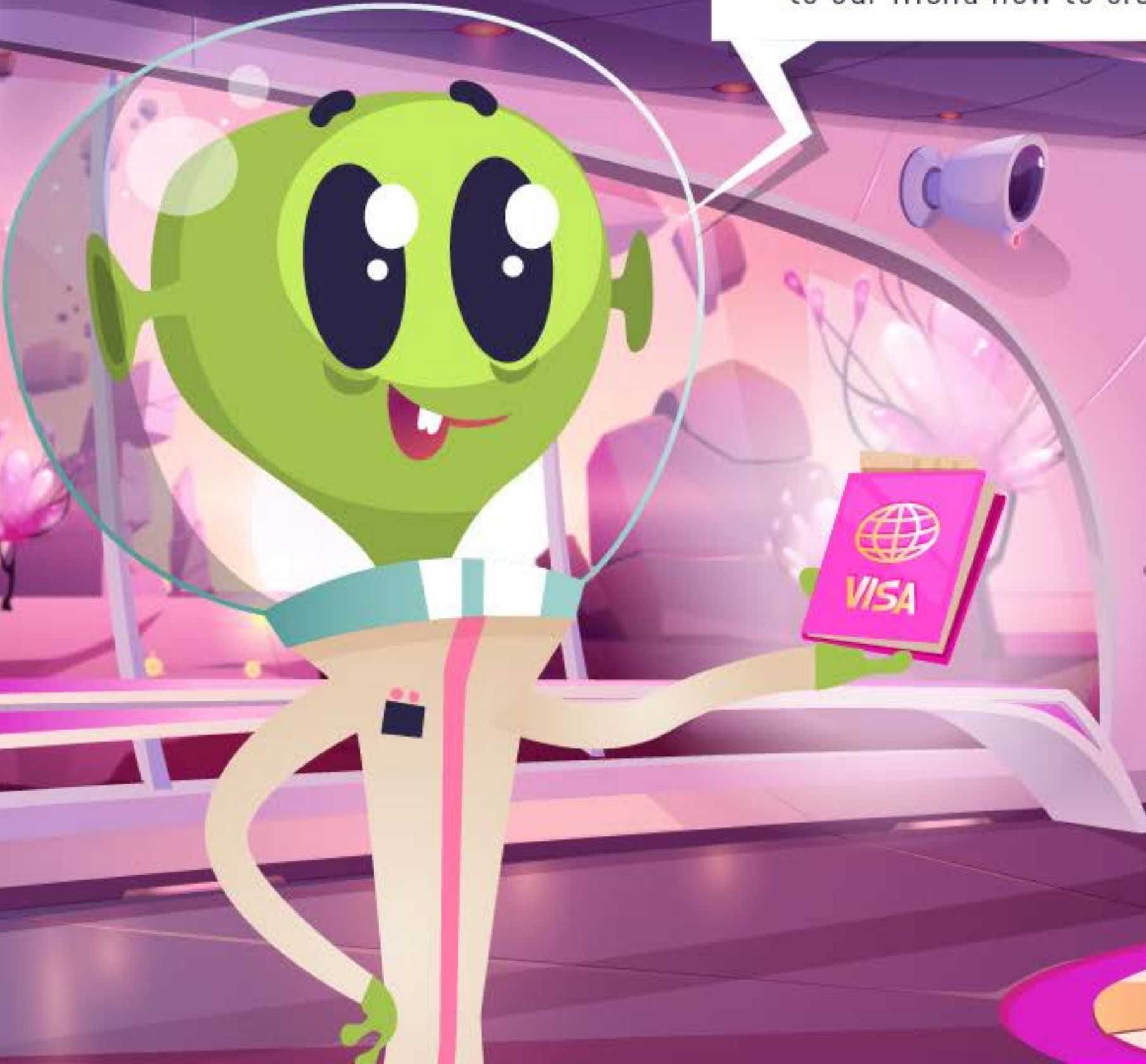
TO RENAME A FILE:

- 1 Right click on the file
- 2 Choose **"Rename"**
- 3 Type the new name
- 4 Press the **"Enter"** button





Now that we've seen all that, you're ready to explain to our friend how to create, save and rename a file.



If needed, you can ask Leika to help you once.



I ASK LEIKA TO HELP ME

Explain how to create, save and rename a file

TO CREATE A FILE

TO SAVE A FILE

TO RENAME A FILE

To change a file's name, first click right on the file.



Type the new name and press the "enter" button

Click on the "save it" button

Name it and click on "save it"

Open the application

Create a new file

Choose "rename it"

Choose the location where you want to save it

Click right on the file

I ASK LEIKA TO HELP ME

VALIDATE

Explain how to create, save and rename a file

TO CREATE A FILE

Open the application ✓

Create a new file ✓

TO SAVE A FILE

Click on the "save it" button ✓

Choose the location where you want to save it ✓

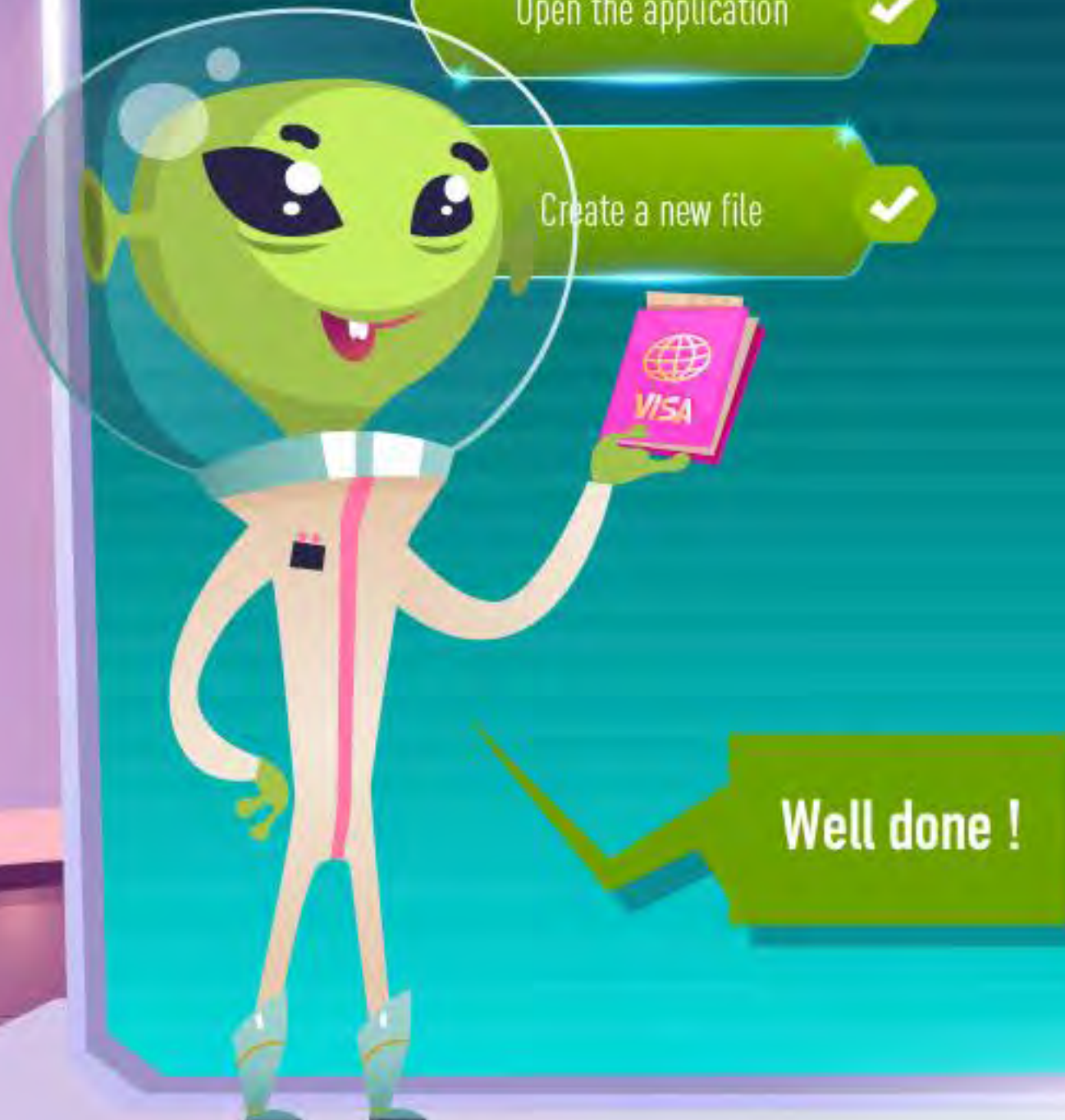
Name it and click on "save it" ✓

TO RENAME A FILE

Click right on the file ✓

Choose "rename it" ✓

Type the new name and press the "enter" button ✓



Well done !



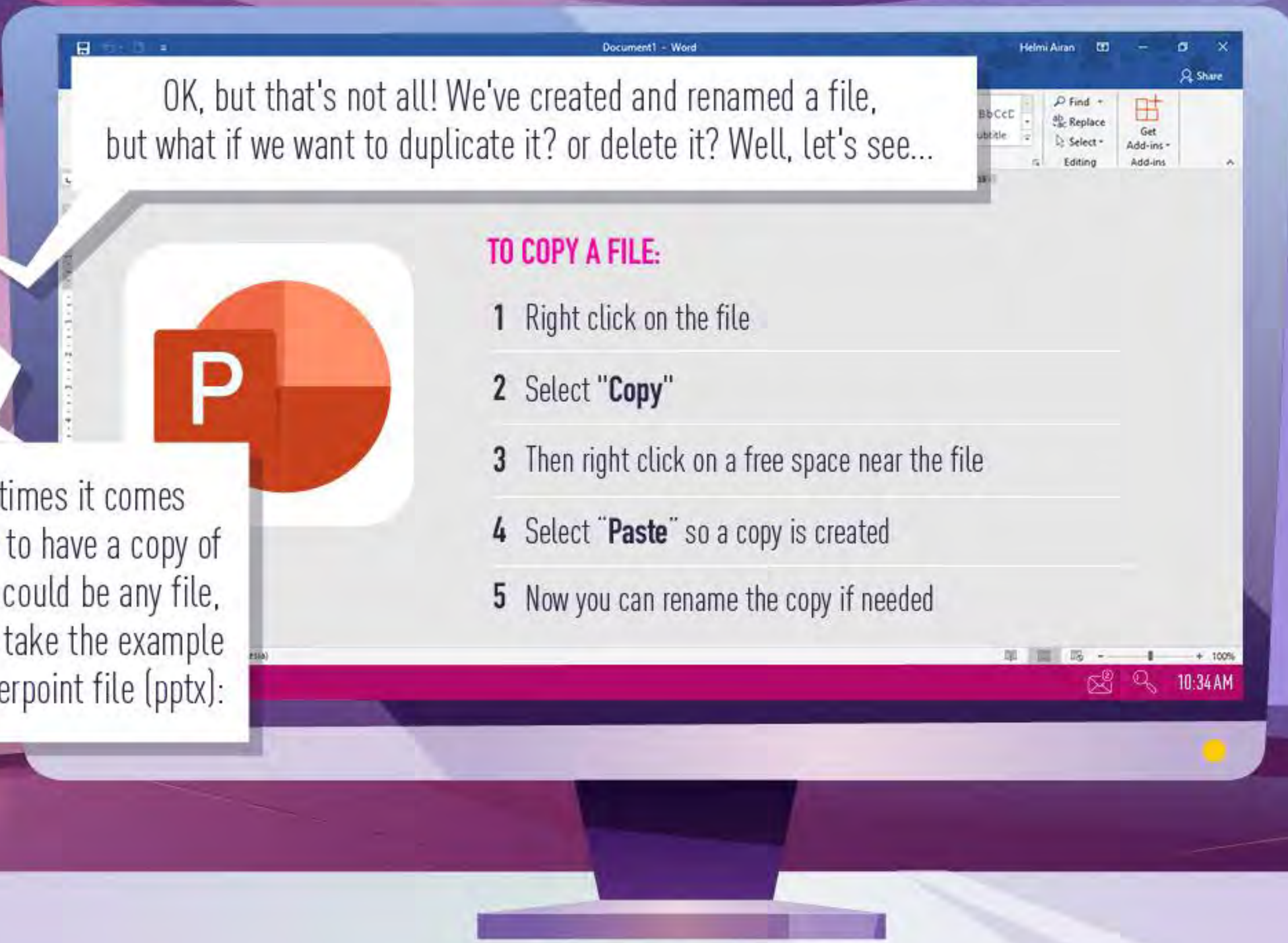
OK, but that's not all! We've created and renamed a file, but what if we want to duplicate it? or delete it? Well, let's see...



TO COPY A FILE:

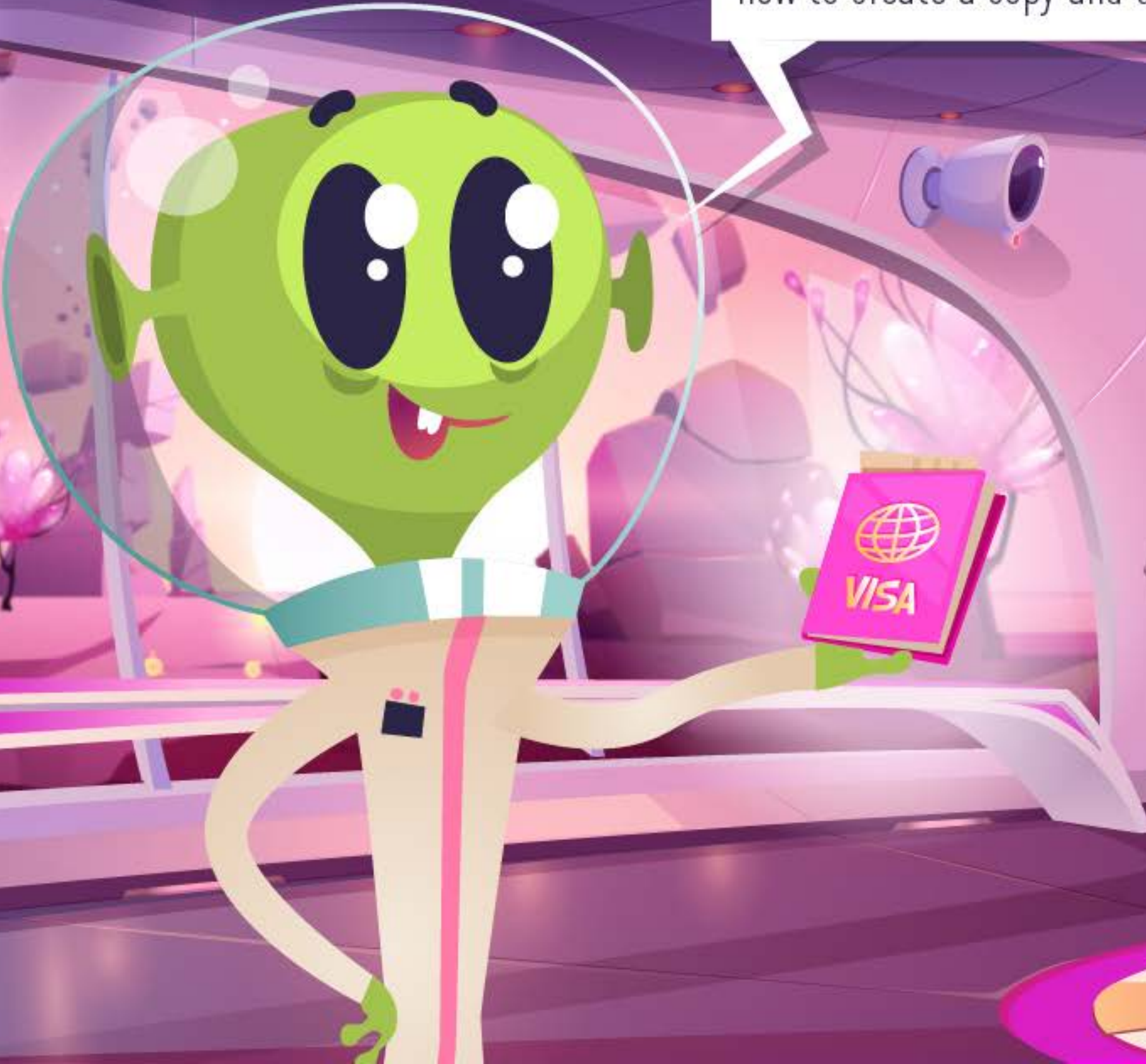
- 1 Right click on the file
- 2 Select **"Copy"**
- 3 Then right click on a free space near the file
- 4 Select **"Paste"** so a copy is created
- 5 Now you can rename the copy if needed

Sometimes it comes in handy to have a copy of a file. It could be any file, but let's take the example of a Powerpoint file (pptx):





Well, could you explain to our friend how to create a copy and delete a file ?



Explain how to create a copy and delete a file

TO CREATE A COPY OF A FILE

Three dashed-line boxes for writing instructions on how to create a copy of a file.

- Then click on "delete file"
- Click right on the file you want to delete
- Select "duplicate" so a copy is created
- So the file goes in the trash of your computer.
- Click right on the file you want to duplicate
- To permanently erase your deleted files, you will have to empty your computer's trash.
- Now you can rename the copy if needed

TO DELETE A FILE

Three dashed-line boxes for writing instructions on how to delete a file.

I ASK LEIKA TO HELP ME

VALIDATE

Explain how to create, save and rename a file

TO CREATE A COPY OF A FILE

Click right on the file you want to duplicate ✓

Select "duplicate" so a copy is created ✓

Now you can rename the copy if needed ✓

To erase a file permanently, you need first to put the file in your computer's trash, and then to empty the trash..



TO DELETE A FILE

Click right on the file you want to delete ✓

Then click on "delete file" ✓

So the file goes in the trash of your computer. ✓

To permanently erase your deleted files, you will have to empty your computer's trash. ✓

For example, a common feature found in many apps is the File menu, and it usually contains commands like: **New / Open / Save / Close / Print**.

Click on each option to find out more.

FILE

NEW

OPEN

SAVE

CLOSE

PRINT

Print

If the application is one that you can print from like a word processor, a spreadsheet program, or a photo editor, you'll always find the print command under the File menu as well.





For example, if you've typed some texts that you would like to copy to another location in your document, you would:

MOVE SOME TEXT INSIDE A TEXT DOCUMENT:

- 1 Select the text by clicking and dragging across it
- 2 Come up to the Edit menu and choose Copy
- 3 Place your cursor elsewhere in the document or in a completely different document
- 4 Choose Edit or Paste

If you change your mind return to the Edit menu and choose Undo.

Browse ▾



10:34 AM





Do you have any organisational advice for our learner?

Select the correct answers then validate.



✓
Never store files on your Desktop

✓
Don't let files sit in your Downloads folder

✓
File things immediately

✓
Sort everything once a week

Buy a new computer every year

✓
Don't use too many folders

✗
Store everything on the desktop

Never open 2 programs at the same time

VALIDATE



Perfect, we've now seen all the basics to know about file management.



Go and meet each inhabitant to help them.



Managing files



Text document




Spreadsheet

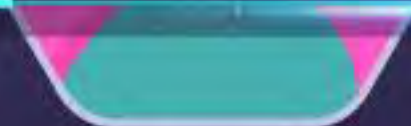


Slideshow

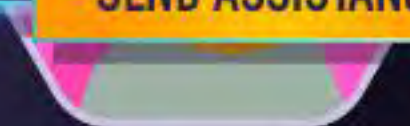
Text document
This resident wants to **improve** her **text document**.



SEND ASSISTANCE



Emails



Sharing files



Bolding the text.

Warning:
Please make sure you have your
passport before boarding.

Bolding the text





Changing the size.

Changing the size

Warning:
Please make sure you have your
passport before boarding.





Can you explain to her why formatting a document is important, and really improves-it?

Select the correct answers then validate.

The document look more presentable and professional

Bold text is pretty

It makes it more interesting and easy to read

Formatting a document is a lot of work for little result

Punctuation marks and spelling make it look effective





Let's see how to format the text.

First, you need to select the text. To do so:

Double-click on a word to select it.

Very **interesting** line of text.

Or click to the left of a line to select it in its entirety...

Very interesting line of text.

Or click in the text, hold your mouse down and drag to make a selection.

Very **interesting line of** text.

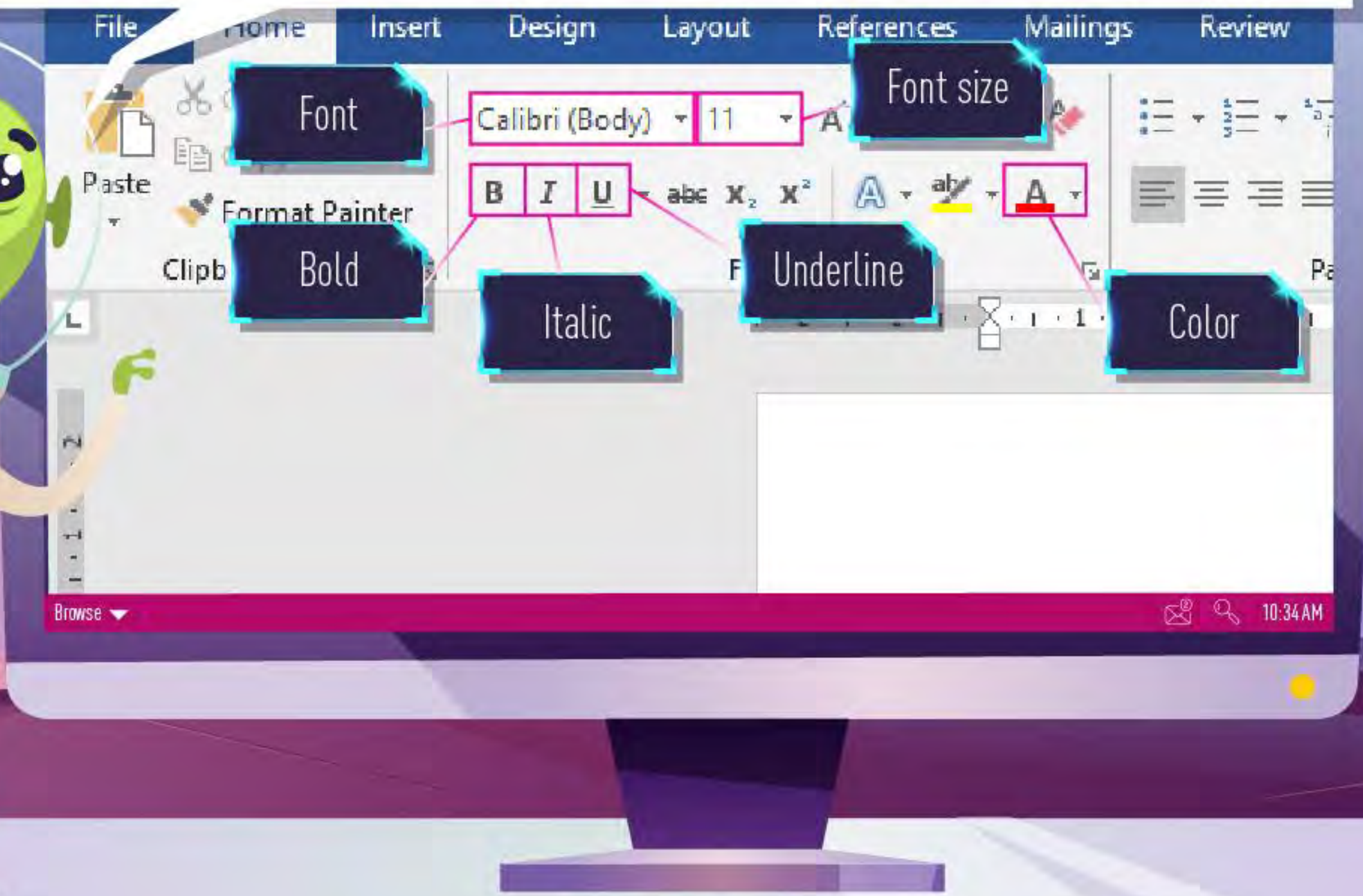
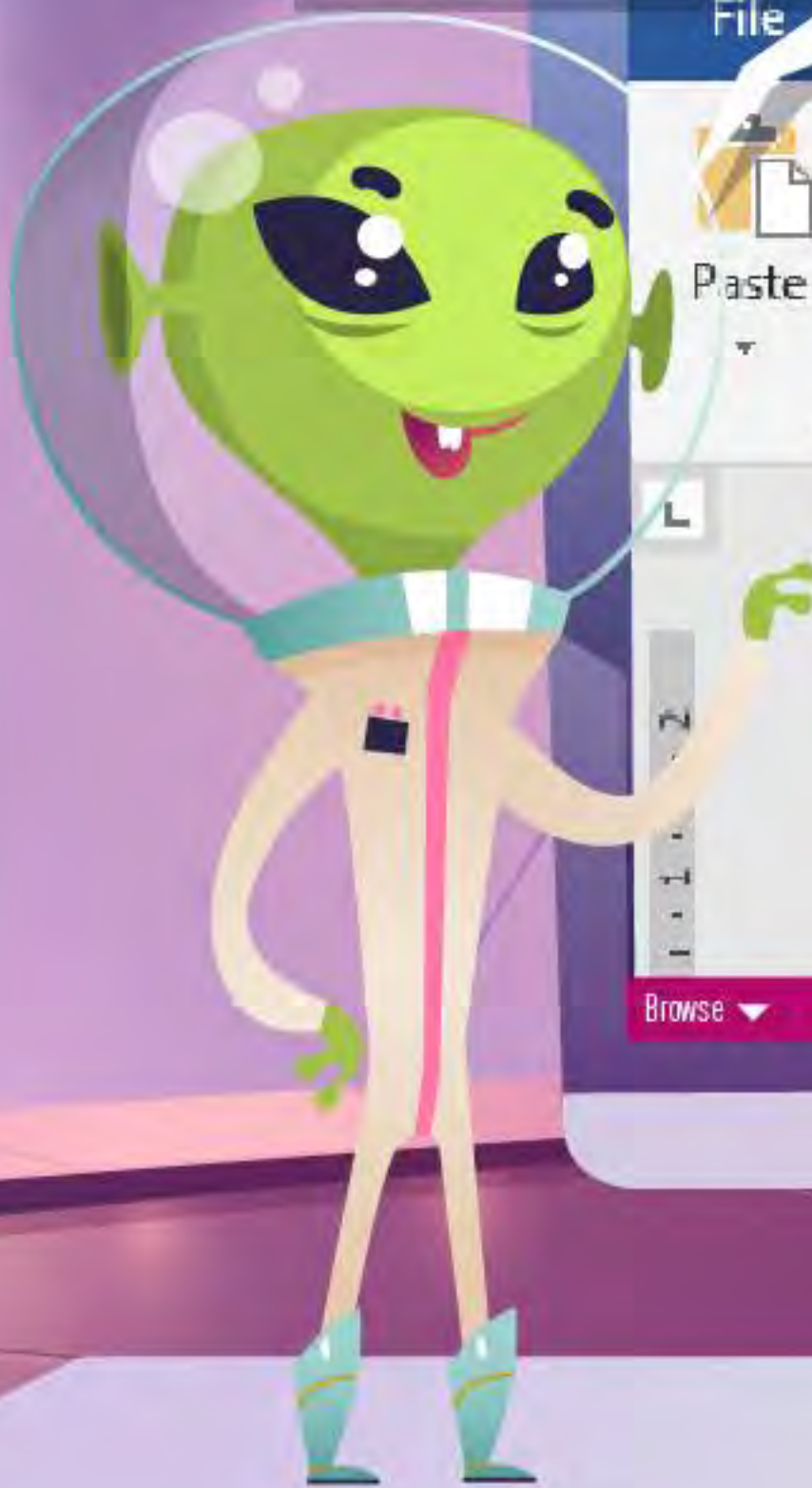
wise ▾



10:34 AM



Then click on the desired command. All the commands to perform these formatting tasks, like changing the font, font size, font colour, bold, italic, underline... are found on the Home tab in the Font group.



Font

Calibri (Body) 11

Font size

Bold

B *I* U

Italic

Underline

Color

Browse

10:34 AM



More than just formatting the text. There are other ways of improving a text document. Like adding images, tables or creating a layout.

Click on each tab.

Add images

Add tables

Layouting

- If you write an official document, e.g. a letter of application, then you want to make sure, that it has a **nice looking layout**.
- Search your word processor for the **print-style** of your document. There should be **options** like **justified print**, **tied on the left**, **tied on the right** and **centered**.
- Use **Headlines** and **different sizes**, if you have multiple **sections** in your document.
- Go to the **"insert"**-options and search for **header** and **footer**. There you can insert **page numbers** or **foot notes**.



Thanks to us, this resident's document is much easier to read and appreciate.



Go and meet each inhabitant to help them.



Managing files



Text document



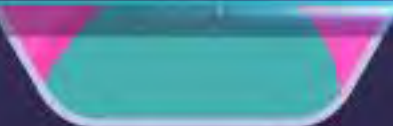
Spreadsheet



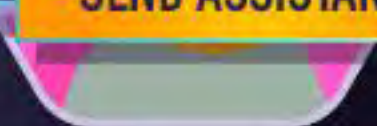
Slideshow

Spreadsheet
This resident wants to **make a spreadsheet** to do his inventory.

SEND ASSISTANCE



Emails

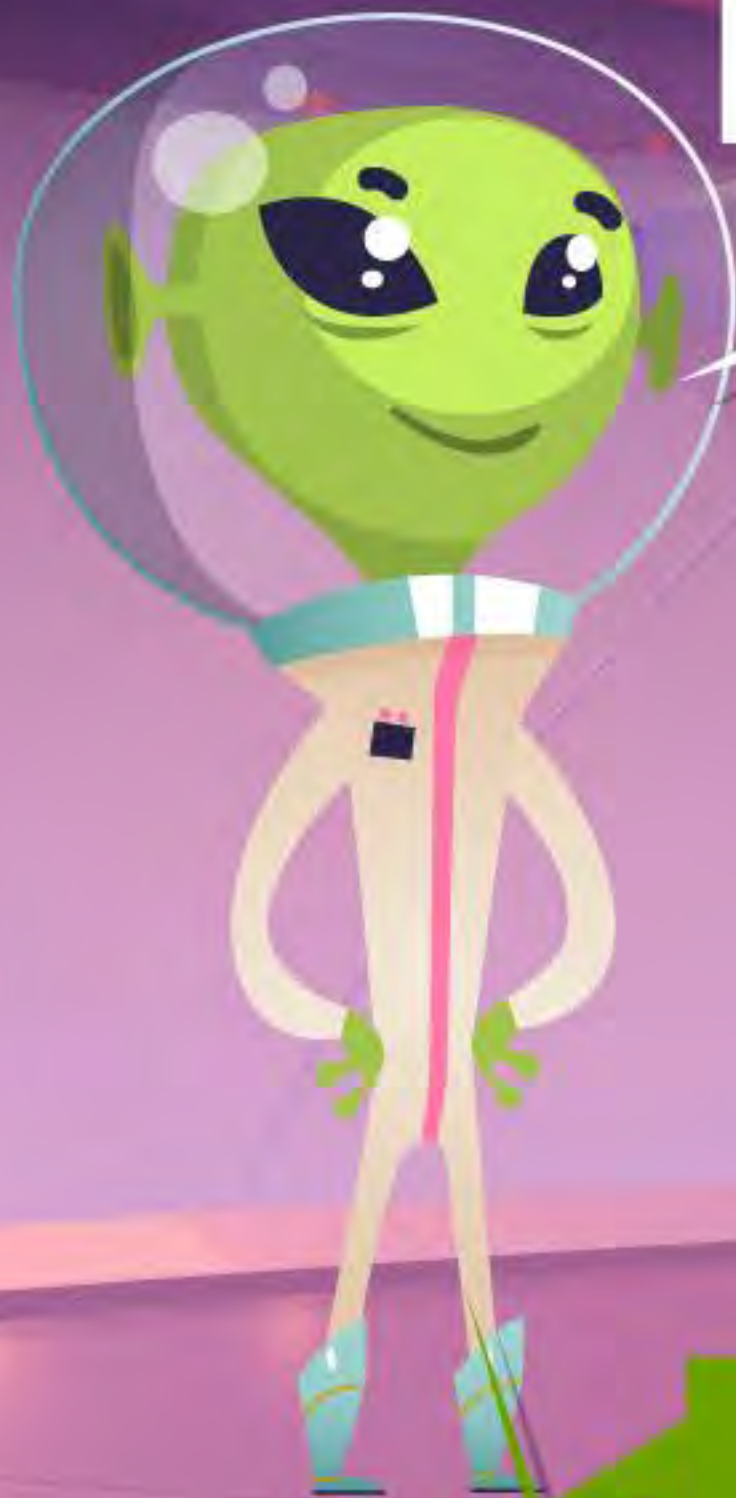


Sharing files



Tables are useful to organize data that is too detailed or complicated to be described adequately with text.

Can you show to this resident what type of software he can use to create tables?



Select the correct answers then validate.

Text editors
(Microsoft Word)

Slideshow programs
(Microsoft PowerPoint)

Video Players
(Microsoft Windows Media)

Image editor
(Microsoft Paint)

Spreadsheets programs
(Microsoft Excel)

It is possible to create tables in text or slideshow software... but the best way to do this, when it becomes complicated, is to use a spreadsheet editor.

Spreadsheet-programs like MS Excel or Google Spreadsheets offer a better detailed version of your data.



Basic Formulas in Excel

File Home Insert Page Layout Formulas Data Review View Developer

Insert Function AutoSum Recently Used Functions Library

Function Library

- =SUM(**number1**, [number2], ...)
- =MAX(**number1**, [number2], ...)
- =MIN(**number1**, [number2], ...)
- =NOW()
- =AVERAGE(**number1**, [number2], ...)
- =COUNT(**value1**, [value2], ...)
- =COUNTA(**value1**, [value2], ...)
- =LEN(**text**)
- =ABS(**number**)
- =RAND()
- =RANDBETWEEN(**bottom**, **top**)
- =UPPER(**text**)
- =LOWER(**text**)
- =PROPER(**text**)

Filter Column in Excel

File Home Analyze Insert Page Layout Formulas Data Review View Developer

Sort & Filter

Filter (Ctrl+Shift+F)

Turn on filtering for the selected cells.

Then, click the arrow in the column headers to narrow down the data.

	Date of Birth	Class	Country
Mobile	11/9/2018	Class 5	Japan
Laptop	11/9/2018	Class 5	Japan





We should introduce our friends to some basic Excel operations, shouldn't we?
Let's see... To add text or a value to a cell, you need to...

Select the right answer.

Right click on the cell,
then "edit cell", then type

Click on "file",
"insert a new cell", then type

Double-click on the cell then type



We should introduce our friends to some basic Excel operations, shouldn't we?
Let's see... To add text or a value to a cell, you need to...

Select the right answer.

Right click on the cell,
then "edit cell", then type

Click on "file",
"insert a new cell", then type

✓
Double-click on the cell then type

So, if I have these two cells...
What's the right formula for adding them together in the third one?

Select the right answer.

	A	B	C	D	E	F
1			Sold			
2			200			
3			300			
4						
5						
6						

`=(A1:A2)`

`=SUM(A1:A2)`

`=addUp(A1:A2)`

He must use the AVERAGE function. AVERAGE is calculated by adding a group of numbers and then dividing by the count of those numbers.

On the other hand MEDIAN gives you the middle number of a group of numbers. Half the numbers have values that are greater than the median, and half the numbers have values that are less than the median. MODE has a different use, it gives you the most frequently occurring number in a group of numbers.



Select the right answer.

	A	B	C	D	E	F
1			Sold			
2			35			
3			27			
4			12			
5			18			
6			115			
7			41,4			
8						

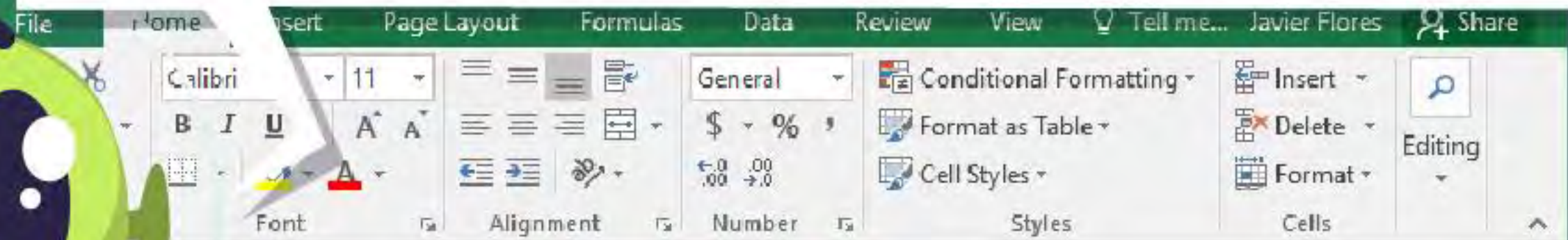

=AVERAGE(A1:A5)

=MEDIAN(A1:A5)

=MODE(A1:A5)



Finally, let's take a moment to show him how to make a basic diagram from a few values.



TO CREATE A DIAGRAM:

- 1 Select all the values in your table
- 2 Click on the **Insert** menu
- 3 Select **Charts or diagram**
- 4 Then select your chart style
- 5 Validate



wise ▾

10:34 AM



And there you have it, a great diagram to show off your figures to your readers.

Thank you for helping me with this presentation of the spreadsheets.



Go and meet each inhabitant to help them.



Managing files



Text document




Spreadsheet



Slideshow

Slideshow
This resident wants to **create a presentation** to talk about her business.

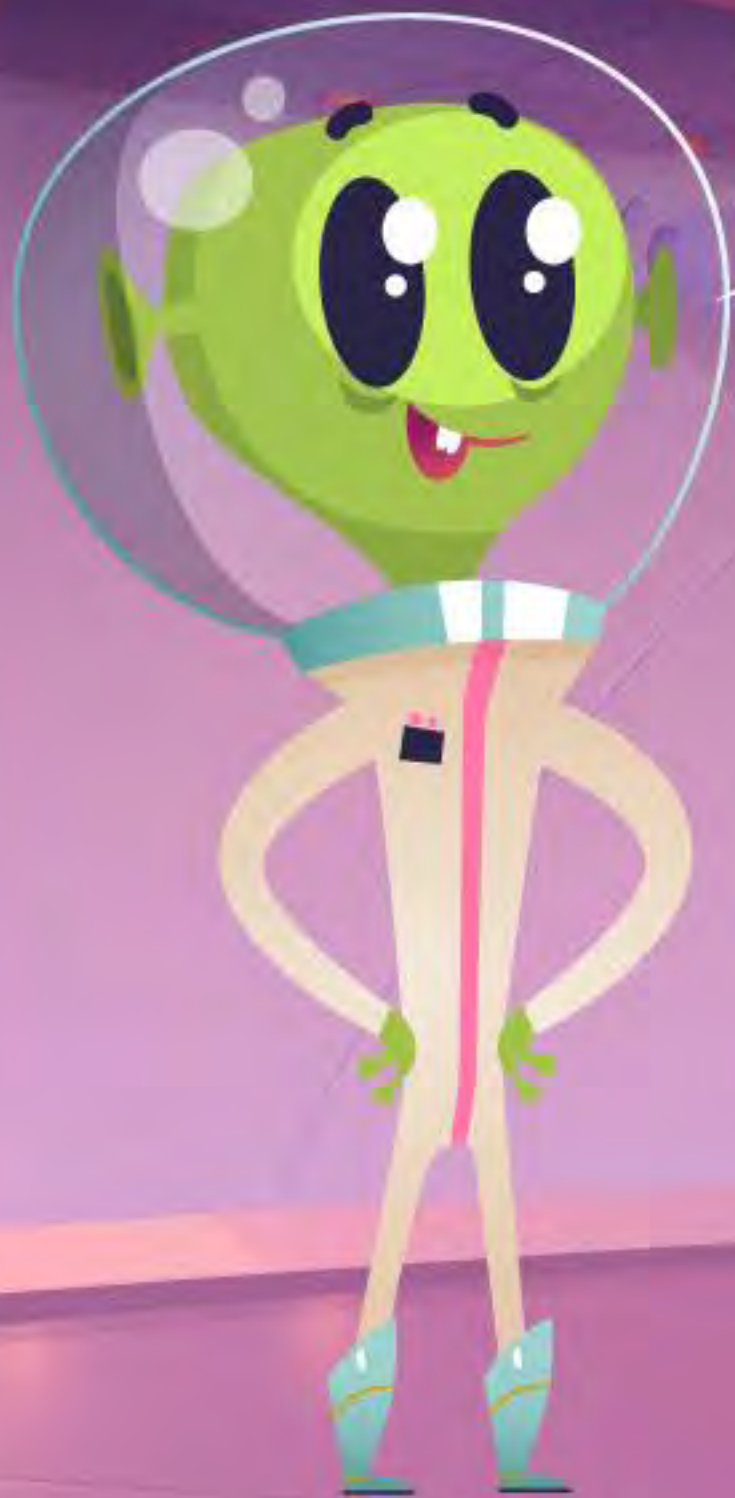


SEND ASSISTANCE

EMAILS



To begin with, we should look at what presentations can be used for.
Presentations can be used to...



Select the correct answers then validate.

Present a topic

Show some results

Do complex maths

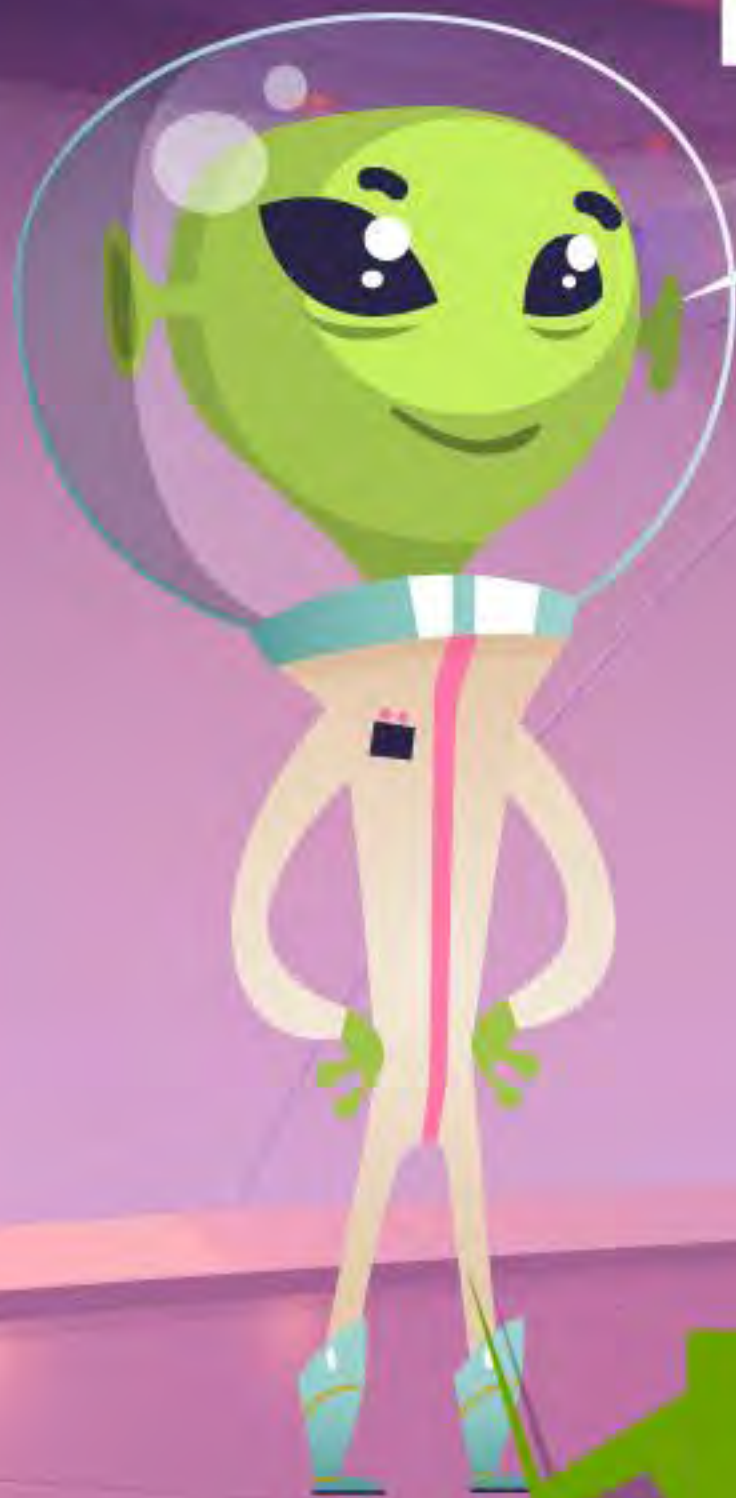
Give a talk

Write a long text document

VALIDATE



To begin with, we should look at what presentations can be used for.
Presentations can be used to...



Select the correct answers then validate.

✓
Present a topic

✓
Show some results

Do complex maths

✓
Give a talk

Write a long text document

In all these cases, you should use a presentation-app, like MS PowerPoint or OpenOffice Impress.



Finally, let's take a moment to show him how to make a basic diagram from a few values.





let's take a closer look... I imagine you still have a lot of questions!

Click on each subject for more information.

✓ Why to give a structure to your presentation?

✓ How to use visual effects and graphics?

How to structure your presentation?

How to create image & sound in your presentation?

It is strongly recommended that you begin your presentation with a page **outlining the plan, the main points and the objectives**. This will enable you to clarify the purpose of your message from the outset and give your audience or reader confidence in the value of what's to come.

Then, don't forget to divide your presentation into parts and sub-parts using title pages. To keep your audience engaged, they need to have the feeling that they are moving forward with you, from idea to idea.

With pictures or sounds you are able to give your audience multiple ways to follow you through your presentation and to understand and connect all the information.

For example you could implement a short video of a new tech product you want to present. Or show your audience some nice pictures of old castles within your presentation for a history class!



PICTURES

SOUND

VIDEO



Mural is a wonderful possibility for some group tasks within your presentation. It offers a Web-App as well native Apps for iOS and Android to work together on a big collaborative Whiteboard where your audience can work on their given task.



- Go to the website
- Get the app on Google Play
- Get the App on the Apple Store



- Go to the website
- Get the app on Google Play
- Get the App on the Apple Store



- Go to the website
- Get the app on Google Play
- Get the App on the Apple Store



Thanks to us, this resident has completed her presentation!
Can't wait to see if she's added images and interactivity!



Go and meet each inhabitant to help them.




Managing files



Slideshow

Emails
This resident would like to **send emails** to communicate newsletters about his projects.



SEND ASSISTANCE



Emails

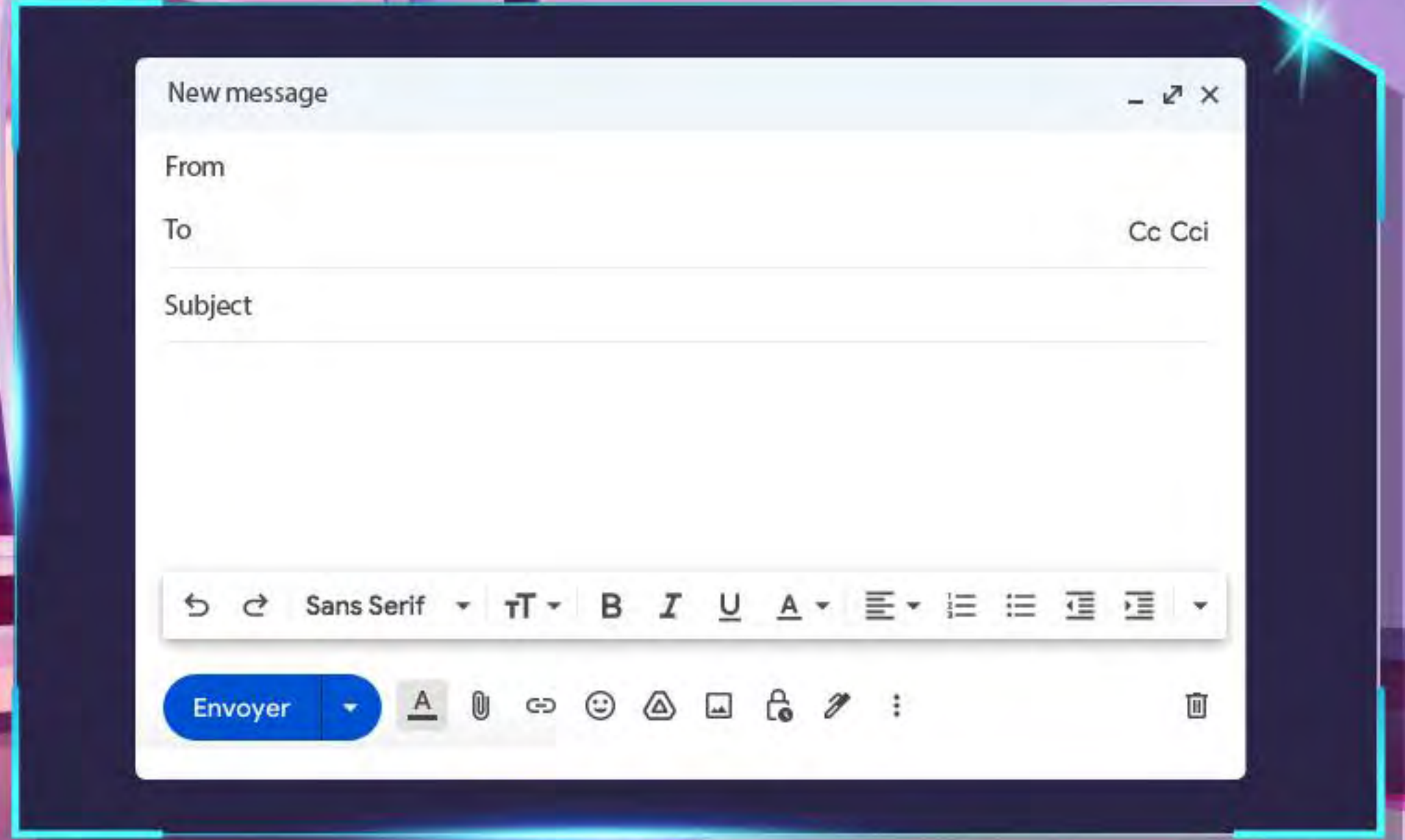


Sharing files



30 years ago we shared informations and documents via the postal mail.

But since then, the electronic mail was developed and nowadays every company uses e-mails to schedule and prepare meetings, to share documents and other informations.



Some providers or programs allow you to create tasks.



To manage your e-mails



To use folder structure



To use calendar functions



To use task functions

We rely heavily on email to communicate with colleagues, clients, vendors, etc.





There is some advice you should keep in mind, if you start writing your e-mails.



Click on each label.

Subject lines are important

Keep it short

Use bullet points and highlight call to action

Don't mix-up content

LAND COMPANY: 2023 Meetings

From: eliott.grenaldi@landcompany.com

To: maya.smith@landcompany.com

Subject: LAND COMPANY: 2023 Meetings

Dear Maya,

Here is the recap of the meetings scheduled in 2023:

- Monday, February the 27th of 2023
- Monday, MAY the 22th of 2023
- Monday, September the 4th of 2023
- Monday, November the 20th of 2023

Please let us know before January the 1st of 2023 if there dates are convenient for you. I remain available to discuss it with you if needed.

Kind regards,
Eliott Grenaldi

Project MANager at LAND COMPANY
06 13 15 14 12

Sans Serif

Send



There is some advice you should keep in mind, if you start writing your e-mails.



Click on each label.

✓ **Subject lines are important**

✓ **Keep it short**

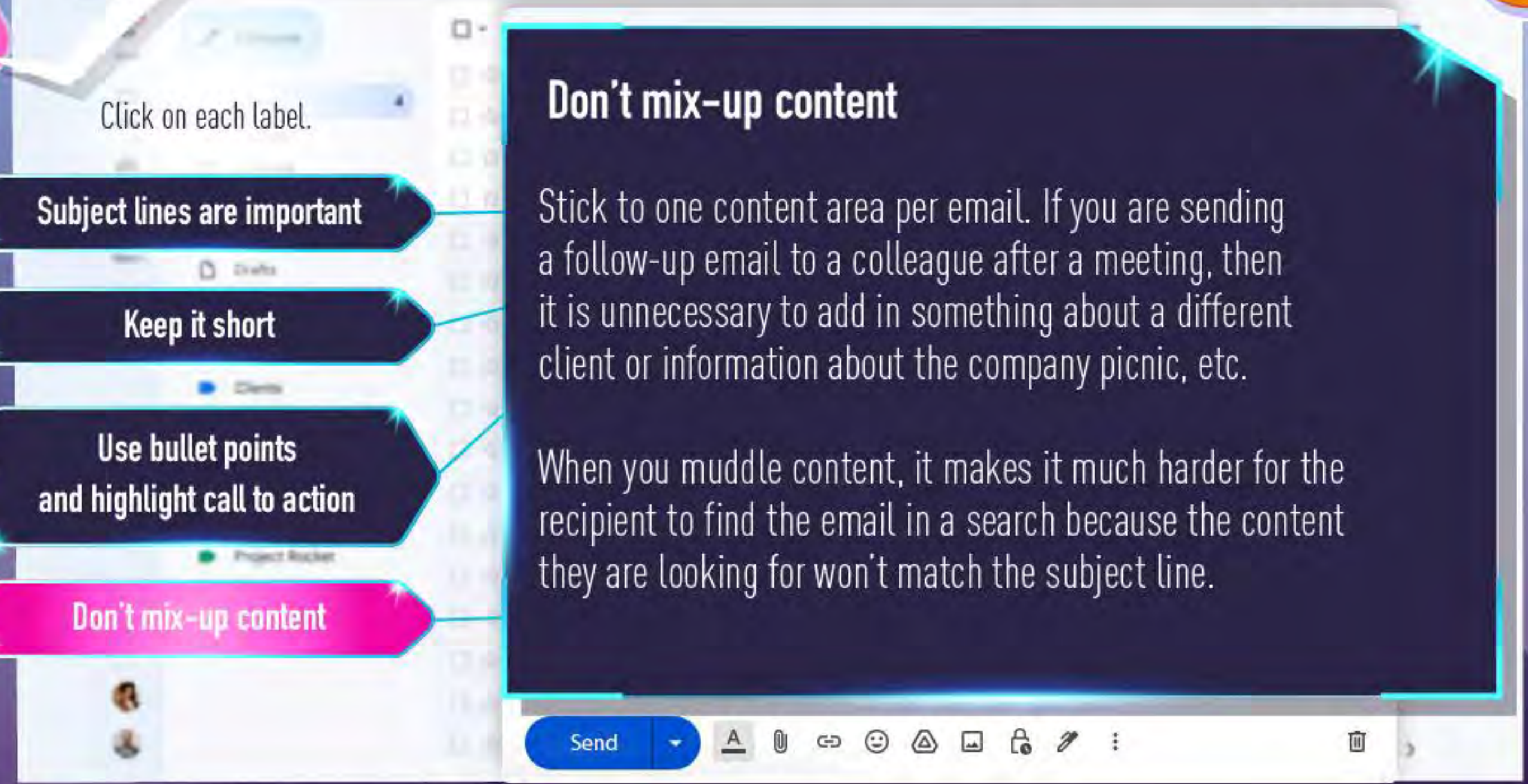
✓ **Use bullet points and highlight call to action**

Don't mix-up content

Don't mix-up content

Stick to one content area per email. If you are sending a follow-up email to a colleague after a meeting, then it is unnecessary to add in something about a different client or information about the company picnic, etc.

When you muddle content, it makes it much harder for the recipient to find the email in a search because the content they are looking for won't match the subject line.





Let's discover some basic good practices when writing emails:



GOOD PRACTICES:

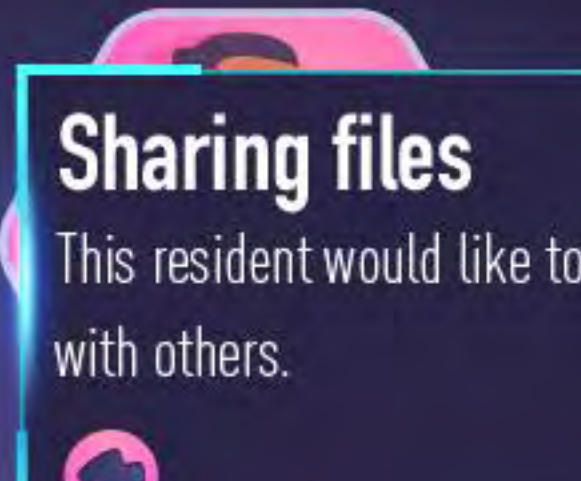
- Be collegial
- Watch your tone
- Avoid too many exclamation marks and no emojis
- Avoid quotes that could be offensive to others
- Always proofread your emails
- Never send an email when angry or frustrated

A circular icon with a white thumbs-up gesture on a blue background, indicating a positive or approved action.


Go and meet each inhabitant to help them.



Managing files



Sharing files
This resident would like to **share resources** with others.



SEND ASSISTANCE



Slideshow



Emails



Sharing files



Shared drives are shared online spaces where teams can easily store, search, and access their files anywhere, from any device.



Our friend here is having trouble using google drive, can you give him the basics instructions?





Drag and Drop

Put the different actions in the right order, then click on validate.

TO START USING GOOGLE DRIVE YOU HAVE TO:

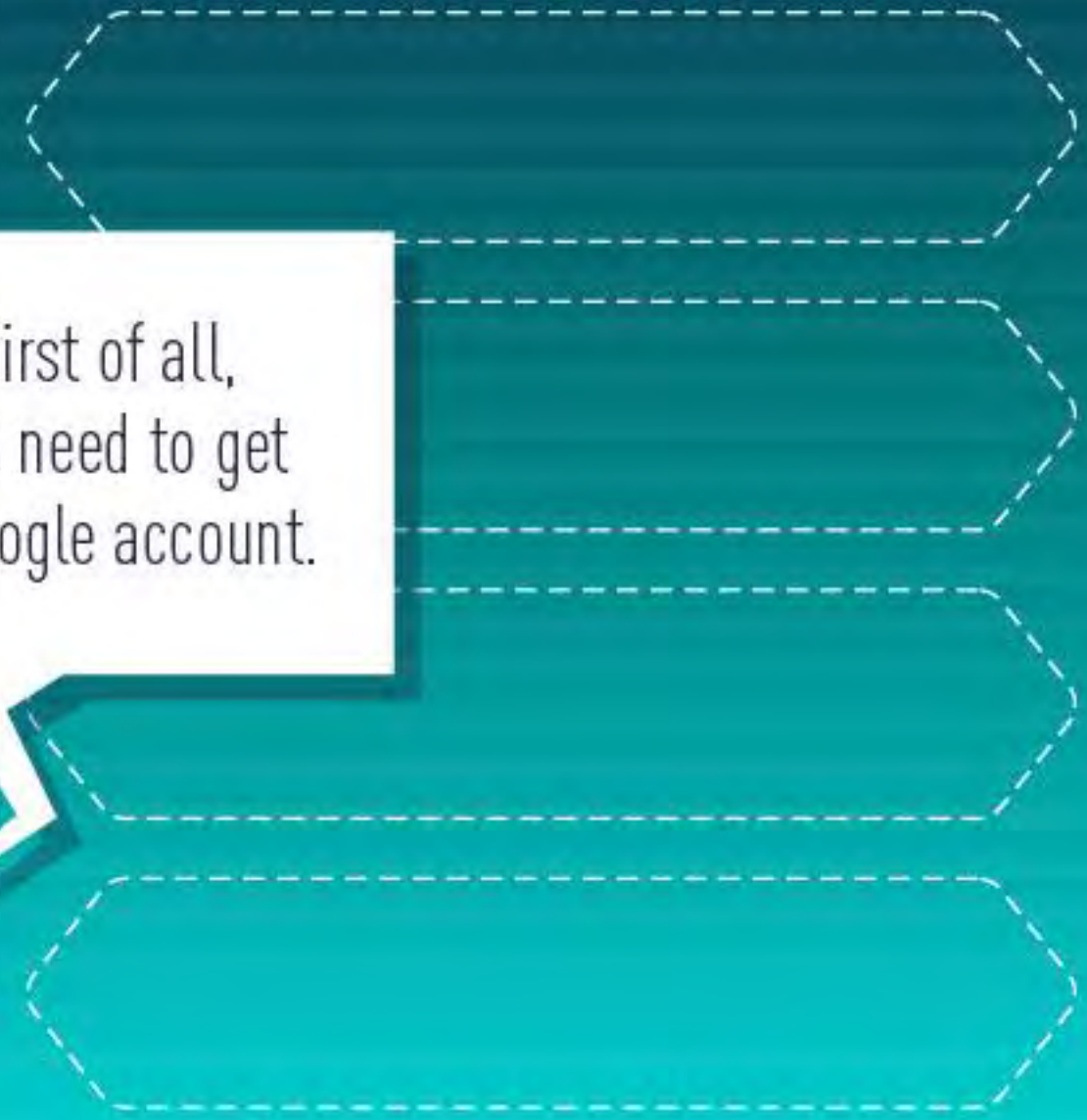
Get a google account

Access the google drive

Create a shared drive or a shared document

Invite collaborators to your shared drive or document.

First of all, you need to get a Google account.



I ASK LEIKA TO HELP ME

VALIDATE



Drag and Drop

Put the different actions in the right order, then click on validate.



TO START USING GOOGLE DRIVE YOU HAVE TO:

- ✓ Get a google account
- ✓ Access the google drive
- ✓ Create a shared drive or a shared document
- ✓ Invite collaborators to your shared drive or document.



TO USE GOOGLE DRIVE YOU HAVE TO:

- Get a google account
- Access the google drive
- Create a shared drive
- Invite collaborators to your shared drive
- Share a document in a shared drive
- Create a collaborative document on your shared drive

That's it !To get your free 15 gigabyte of Cloud Space via Google Drive you just have to create a google-account. After finishing that you have your 15 gigabyte cloud space and can use all the online-tools of google, for example google docs, google spreadsheet or google tasks.

Now you are ready to create a new google docs-file and share it via the context menu which will open, if you do a right click on your created document.



Another option is to use OneDrive by Microsoft. This drive offers you 5 gigabyte of free cloud space and as well as the possibility to share your documents and folders.



5 GIGABYTE



Microsoft



Note that there is a situation where you are offered 1 terabyte of Microsoft One Drive cloud space.
Do you know what the prerequisite is?

Select the right answer.

You already have a google drive subscription

 You have an Office 365 subscription

You have completely filled in your cloud folder

You have bought a new computer



Another solution, If you are using an iPhone or another Apple device, you should be already aware of the iCloud.





The free version of the iCloud has 5 Gigabyte of free space as well. And you can use the office tools of apple: Pages for text files, numbers for some spreadsheet-work and keynote for your presentations.



5 GIGABYTE





But make sure to use common file types, if you want to share your documents or want to present them with other computers/devices, since Apple has its own file type extensions.





And.... that's all you need to know about Clouds.
Just remember that all clouds offer a broadly similar service. All you need to do is make a choice based on the use you intend to make of it and the hardware you have available.



Perfect, we've helped everyone!

We still have one last point to discuss together. Have you heard of open source tools?



Managing files



Text document



Spreadsheet



Slideshow



Emails



Sharing files





Let's conclude our discussion about office software...

Often it is not necessary to buy professional tools or programs from big companies.

FREE

"**Open source or freeware** are programs, applications and tools that are **free for everyone to use!**"



Let me present you some useful freeware.



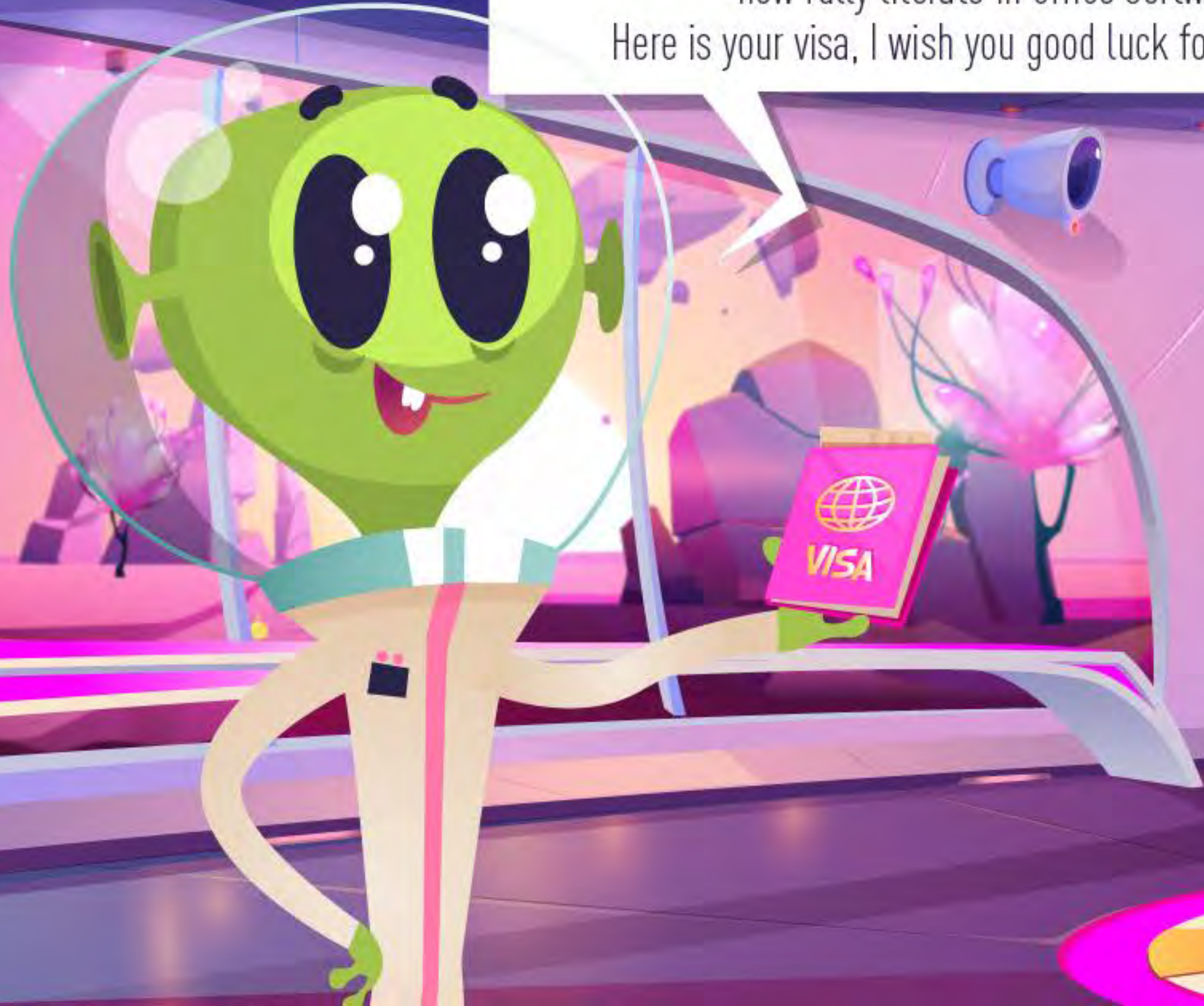
Let me present you some useful freeware.

Thunderbird

Thunderbird was mentioned before and is the freeware e-mail client offered by Mozilla (the company behind the browser firefox). You can add every e-mail-provider you want. it offers you a full functioning calendar and a tasks section as well as contacts and the possibility to add all your contacts and Mails from your Apple or Google-Account.



Incredible, what a journey! We've helped all the local people, and they're all now fully literate in office software. And so are we!
Here is your visa, I wish you good luck for the rest of your space trip!



Welcome back on board.
Congratulations to you, you did a great job, and obtained a VISA for the next Planet!



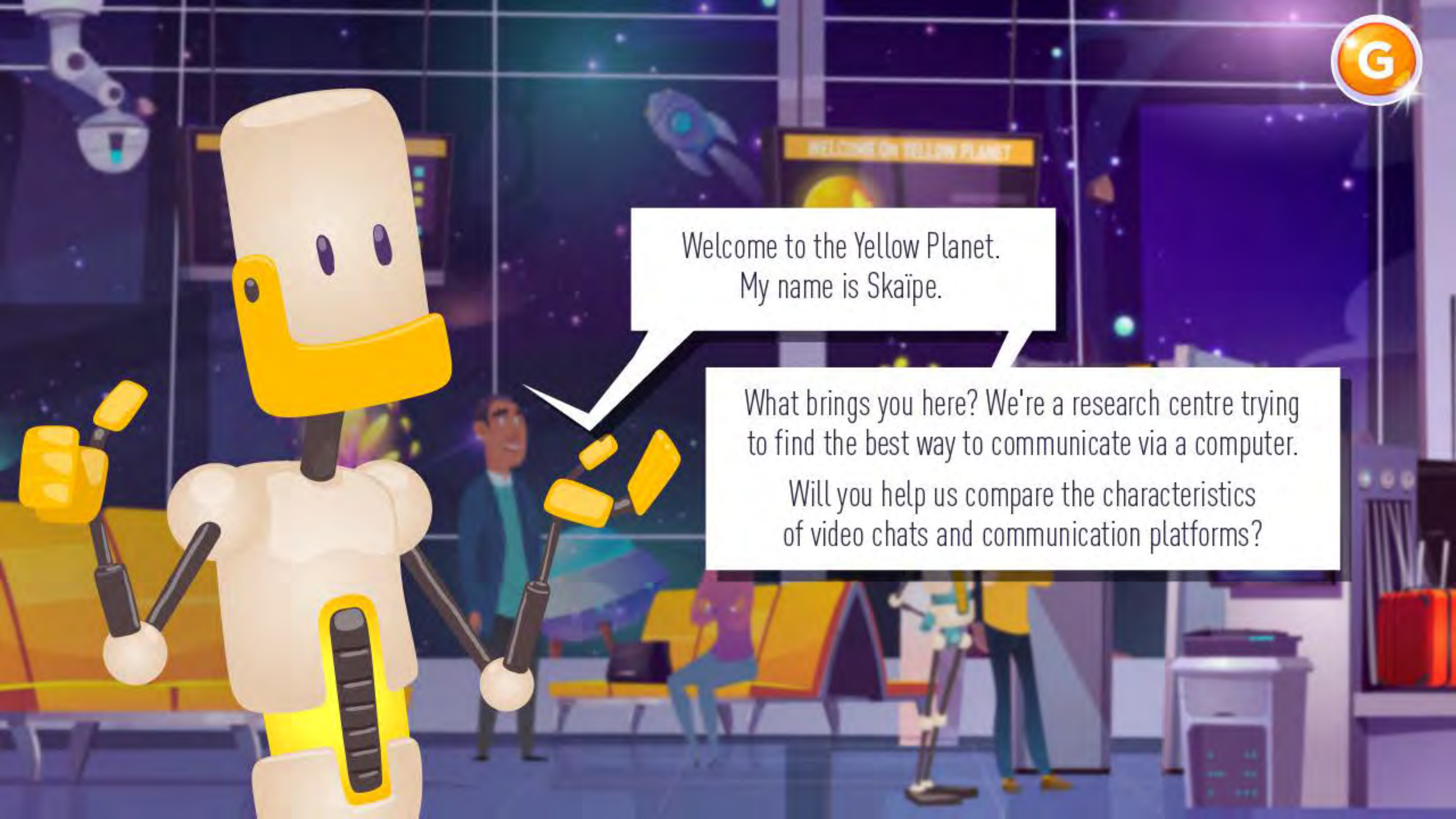
WELL DONE!

You've earned another visa!



Now **Yellow planet**: video chats and communication platforms
is accessible with our spaceship.

NEXT!



Welcome to the Yellow Planet.
My name is Skaipe.

What brings you here? We're a research centre trying to find the best way to communicate via a computer.
Will you help us compare the characteristics of video chats and communication platforms?

Since the covid-19-pandemic video chats are maybe the most used possibility for having a short conversation with colleagues or meetings with more than two persons.





Microsoft Teams



MS Teams features:

- Planning a virtual meeting
- Screensharing
- Chat
- Changing Backgrounds

Back



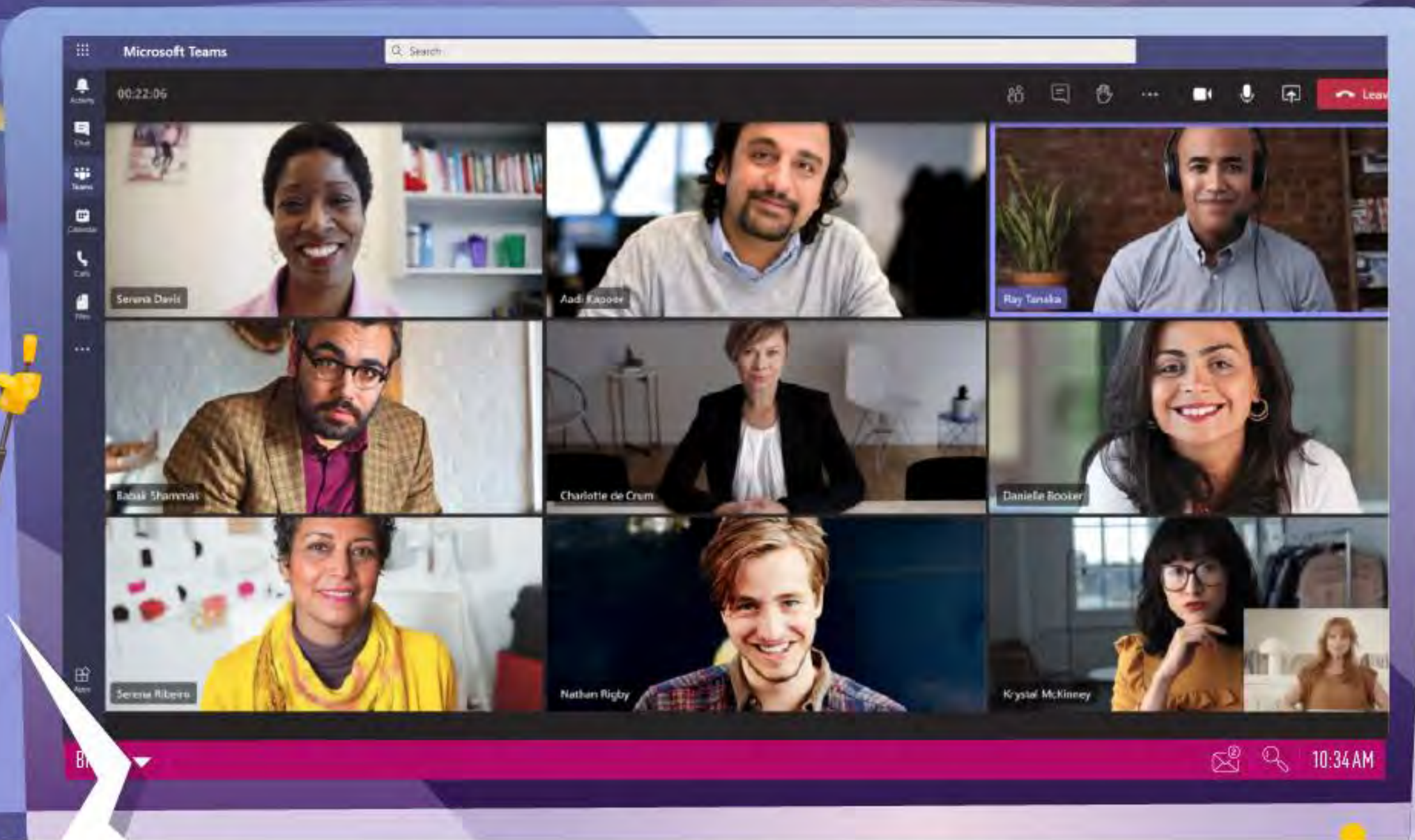
10:34 AM

And when we talk about video chat, we have to start with MS Teams!
..and the numerous possibilities of video chat-tools.



Task title	Assigned to	Priority	Due	Bucket
+ Add a task				
Recall JansSurfer 17 inch GR 333 tires from shelves	Ray Tanaka	None		Auto parts
Print and share "sustainable, humane, and locally sourced deli meat" bene...	Alberto Burgos	!	11/14	Foods
Post meal offer promotional décor		!	11/14	Foods
Print meal offer guidelines and display internally at registers le...			11/14	Foods
Determine if any customers are affected for your store			11/15	Foods
Apologize to affected customers, tell them a complimentary substitution has be...		!	11/15	Foods
Post notice so team knows which lines are no longer available	Lily Georgsen		11/14	Foods
Complete the Frozen desserts rearrangement per attached planogram			11/15	Foods
Complete the Chilled beverages rearrangement per attached planogram			11/30	Foods
Remove and store all signage and pricing as all lager specials have ended			11/30	Foods
Launch 2 wines for 20 and ensure the previous 10% off 6 wines offer collateral			11/30	Foods
Four product lines marked for clearance should be found on shelves and...			11/30	Foods
Confirm receipt of hanging switch display, update order if not received		!	11/30	Home
Update hero display for focus on new ABC line of matching bras and pant...	Lily Georgsen		11/30	Clothing
Return To Warehouse request for these 8 product lines to balance remaining s...		!	4/15	Beauty
Reference guidelines, collateral, and web links for the Winter Break 2019/21...		!	4/15	TV

Since Microsoft launched MS Teams, this tool probably is one of the most used communication platforms. It allows you to create new teams (e.g. for different school classes, projects or working teams), to share documents and to create and plan tasks.



Of course, it gives you the possibility to plan virtual meetings, to have some video calls and to share your screen in order to work together on projects or to present results of your work. To get the best experience out of MS Teams, we would advise you to install the native program or App on your device.

Teams aside, we have other serious competitors.
Can you recognise them if I describe them?



Zoom

Google Meet

Jitsi



zoom

It is maybe the biggest competitor to MS Teams. It offers easy access to virtual meetings with all the functions you need during a virtual meeting: sharing your screen, chat-rooms, dividing the participants in little workgroups and separate virtual rooms. Unfortunately it does not offer you the possibility to create Teams and File-Systems or cooperative tasks as MS Teams does. And you get a better experience, if you install the native application for your device.



Next to video chats for work we all use in our private lifes messenger apps.



Messenger apps basics:

- Creating a new conversation
- Sending pictures, videos and other files (iOS and Android)
- Voice and Video Calls
- Web-Version

Browse ▾

10:34 AM

The most common one should be WhatsApp. But there are of course some other messaging possibilities. And for most of the messaging apps you need either an account or a cellphone number.



Here's a list of different messaging platforms, which you may already know or have heard of.

Click on each one to discover more about it.



GOOGLE CHAT

WHATSAPP

TELEGRAM

SIGNAL

MESSENGER

LINKEDIN



Here's a list of different messaging platforms, which you may already know or have heard of.

Click on each one to discover more about it.



GOOGLE CHAT

Signal is a messaging app, which is the favorite messaging-app of Edward Snowden, the famous NSA-whistleblower. It offers you a high security standard, where no data will be saved on servers (only on the two or more communicating devices). It offers you as well group chats, video and voice calls, sharing your files and it even offers you native applications for all operating systems. Even the IT department of the european commission advices their employees and colleagues to use signal!





Thanks to your help, we now have a clearer picture of the different instant messaging and communication systems.

Here is you visa. I wish you good luck for the rest of your space trip!





Welcome back on board.
Congratulations to you, you did a great job, and obtained a VISA for the next Planet!





WELL DONE!

You've earned another visa!



Now **Green planet: creative contents**
is accessible with our spaceship.

NEXT!



Welcome to the Green Planet.
My name is Jiff.

It's good that you're here, because I'm looking
for ways to create images to share with my
colleagues. Let's see how to create digital content.

First of all, what does "digital content" refer to?

Select the correct answers then validate.

Text

Picture

Photo

Sound

Video

Digital content is the summarized expression for all types of digitalized content as texts, pictures, photos, sounds or videos.



As soon as you share your digital content with friends or colleagues it becomes social content as well.





Do you know how do we call digital content, which is produced to advertise new products?

Select the correct answer.

Product Content

Marketing Content

Infomercial

Digital content, which is produced to advertise new products, is also called marketing content.

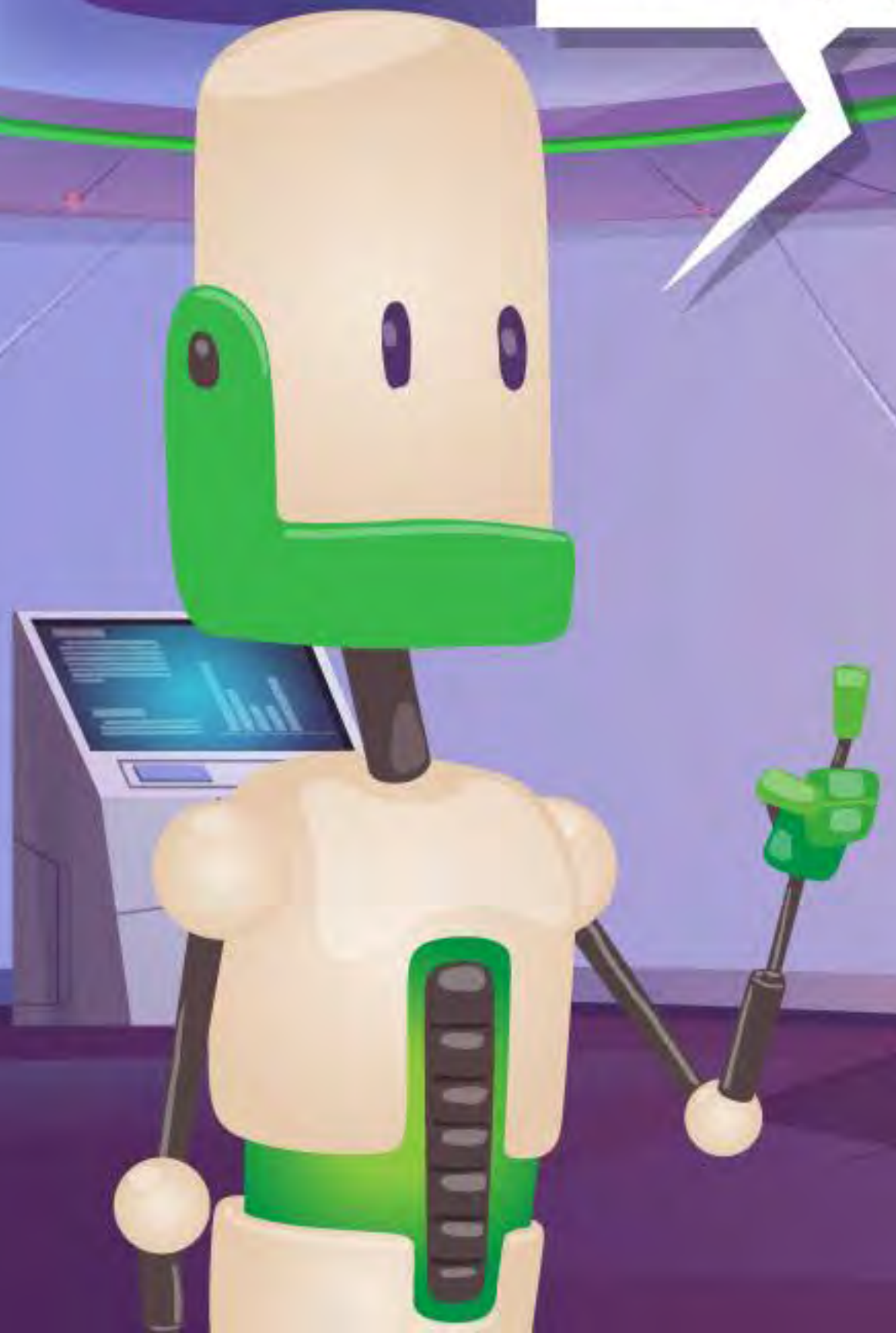




Where to get your images in the digital world?

Right now the world wide web is full with all types of media and files. Of course there are platforms and libraries where you can buy pictures or at least the license to use them for your own (business) purposes.

There are even some platforms which offer you their files and media for free. Let's have a look at pictures and how to use them as well as some platforms.





To create pictures you can use editing programmes & online libraries.



SHUTTERSTOCK



shutterstock

CANVA



PIXABAY

pixabay 

Next to static visual media types we all know videos.

BEFORE YOU START:



Define the potential audience



Define your platform


To create movies you can use editing programmes & online libraries.



WINDOWS MOVIE MAKER

The logo for Windows Movie Maker, which consists of a blue film strip with three frames showing orange daisies.

iMOVIE

The logo for iMovie, which is a blue rounded square containing a white five-pointed star with a camera icon in the center.

Next to videos and static images we have audio files, who can add a nice touch to a presentation or be used to share information with others.



AUDIO FILES



PODCAST





If you want to record and crop sounds you need a program or an app to do so. Sometimes more professional video-editors will give you this option as well, but there are, as always, some nice freeware tools out there.

AUDACITY



GARAGE BAND





I think that you've learned enough to continue your journey.
I wish you good luck for the rest of your space trip!





WELL DONE!

You've earned another visa!



Now **Red planet: Helpful Apps for professionals**
is accessible with our spaceship.

NEXT!



Welcome to the Red Planet.
My name is X-Pert.

On this planet, we give our very best to equip all visitors with the best applications for entering the professional world! Are you ready?



calendar chat **cloud**
share **apps** messenger
remote scan **drive**
screenshot video **mail**
phone calls



Your meetings overlap, your phone never stops ringing, your emails pile up in your mailbox... what if you switched to a shared calendar?

To facilitate your company's internal communication and organization, or to plan appointments with your customers, the paper agenda has become an obsolete solution over the years. Today, the use of an ergonomic and functional online work tool appears as the best solution to optimize the management of your activities!

Focus on our selection of online tools to simplify your shared calendars. Time saved!





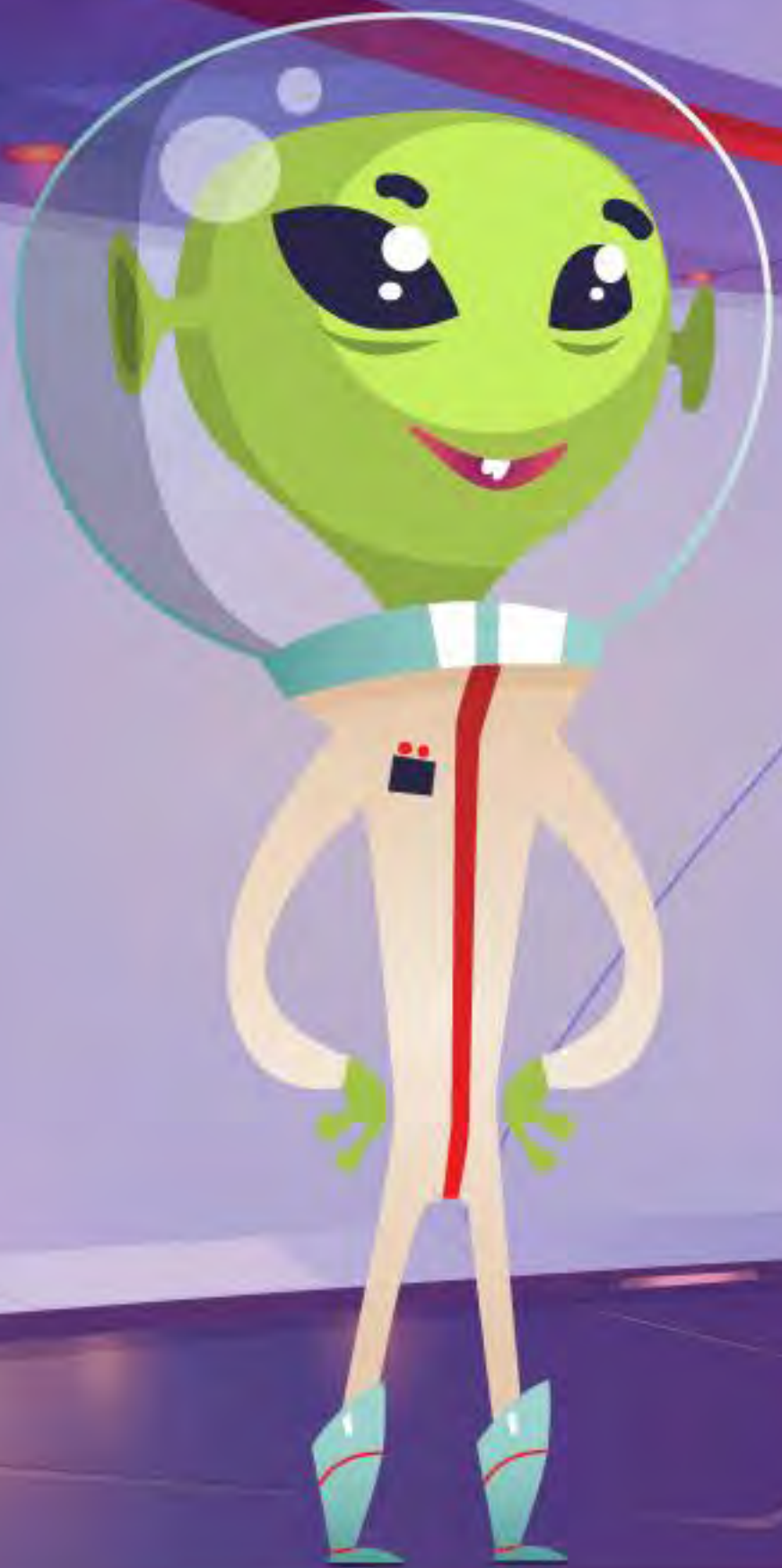
Do you want to set up a shared calendar with your colleagues at a lower cost? Good news, many free options exist, sometimes directly associated with your email address.





What are the best free shared calendar?
Let's take a look at the main calendar applications.

Click on each to discover them.



**GOOGLE
CALENDAR**



**OUTLOOK
CALENDAR**



**APPLE
CALENDAR**





OUTLOOK CALENDAR

Outlook Calendar is the Microsoft alternative. Outlook, created by Microsoft, remains Google's main competitor in terms of professional messaging.

And like Gmail, Outlook has its own shared calendar application: Outlook Calendar. With this module, you can create appointments, organize meetings, display group calendars, etc. Ergonomic, Outlook Calendar also allows you to display calendars side by side or in overlapping mode, thus facilitating your organization and the switch between your professional and personal calendars.

In the end, the Outlook Calendar features are quite similar to those of Google Calendar. It is rather your work environment (mailbox used, use of the Microsoft suite, etc.) that will determine which shared calendar you will choose.



In your opinion, what are to-do lists useful for?



Select the correct answers then validate.

To know what we have to do in a day or a week

To create your shopping list

To create your calendar for the coming month

For logging items to be done on a project

VALIDATE

In your opinion, what are to-do lists useful for?



Select the correct answers then validate.

To know what we have to do in a day or a week

To create your shopping list

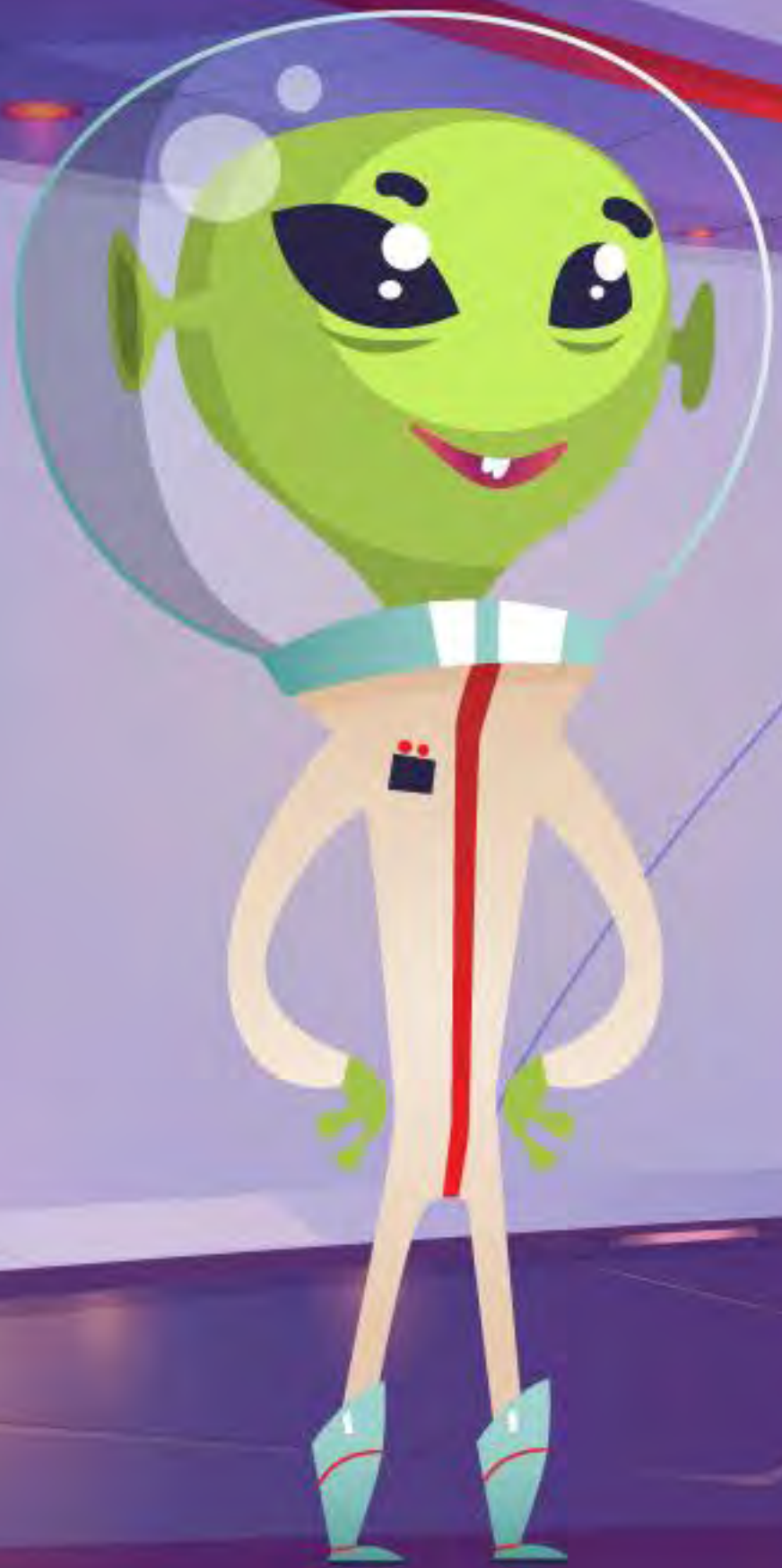
To create your calendar for the coming month

For logging items to be done on a project



To-do lists have been adopted by many users, because they are extremely simple to create and they make it very easy to know what we have to do in a day or a week, for example.





Google Keep, Microsoft To Do, or apple to do are excellent to-do softwares

Click on each to discover them.

**GOOGLE
KEEP**



**MICROSOFT
TO-DO**



**APPLE
TO-DO**





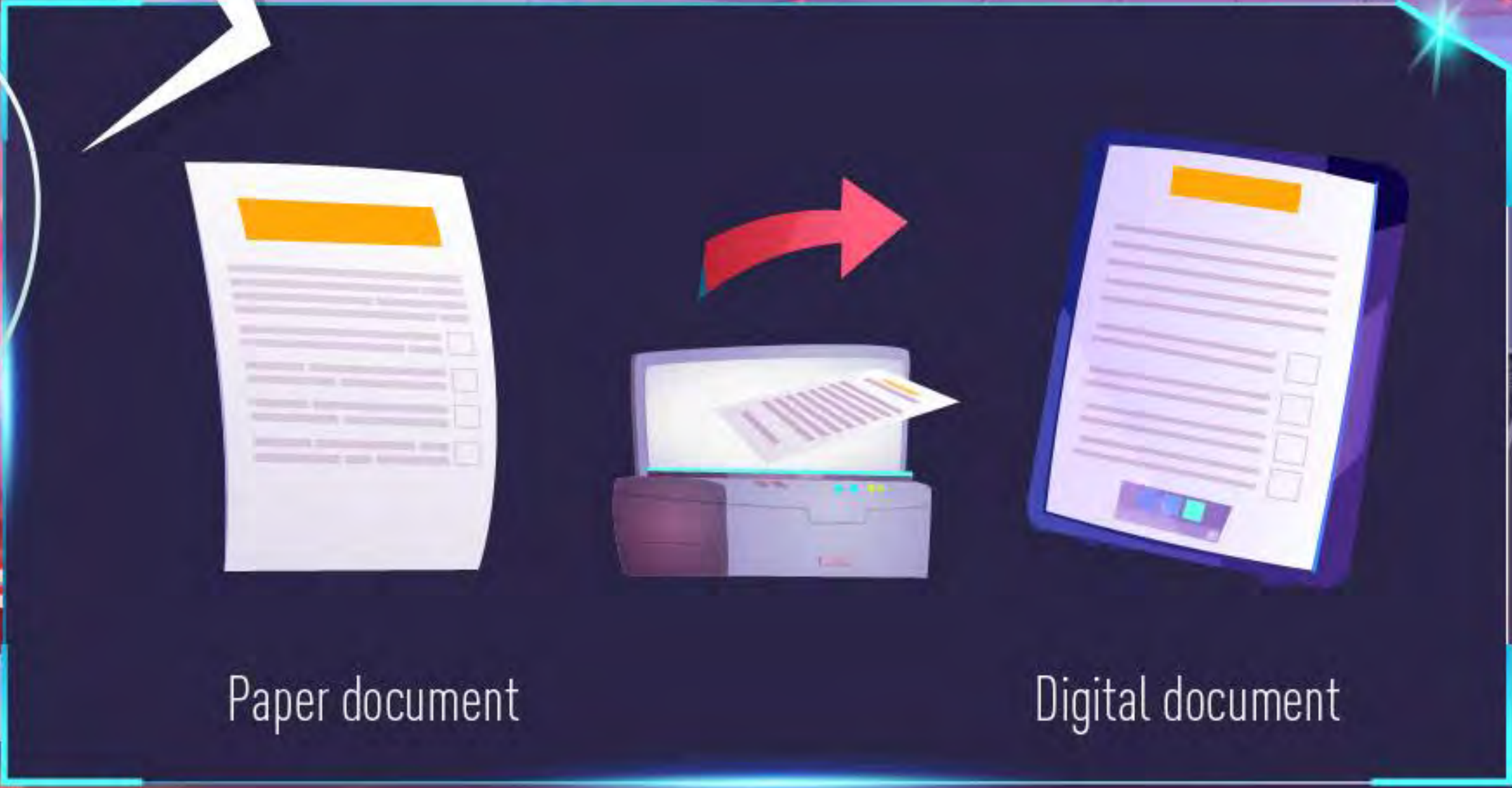
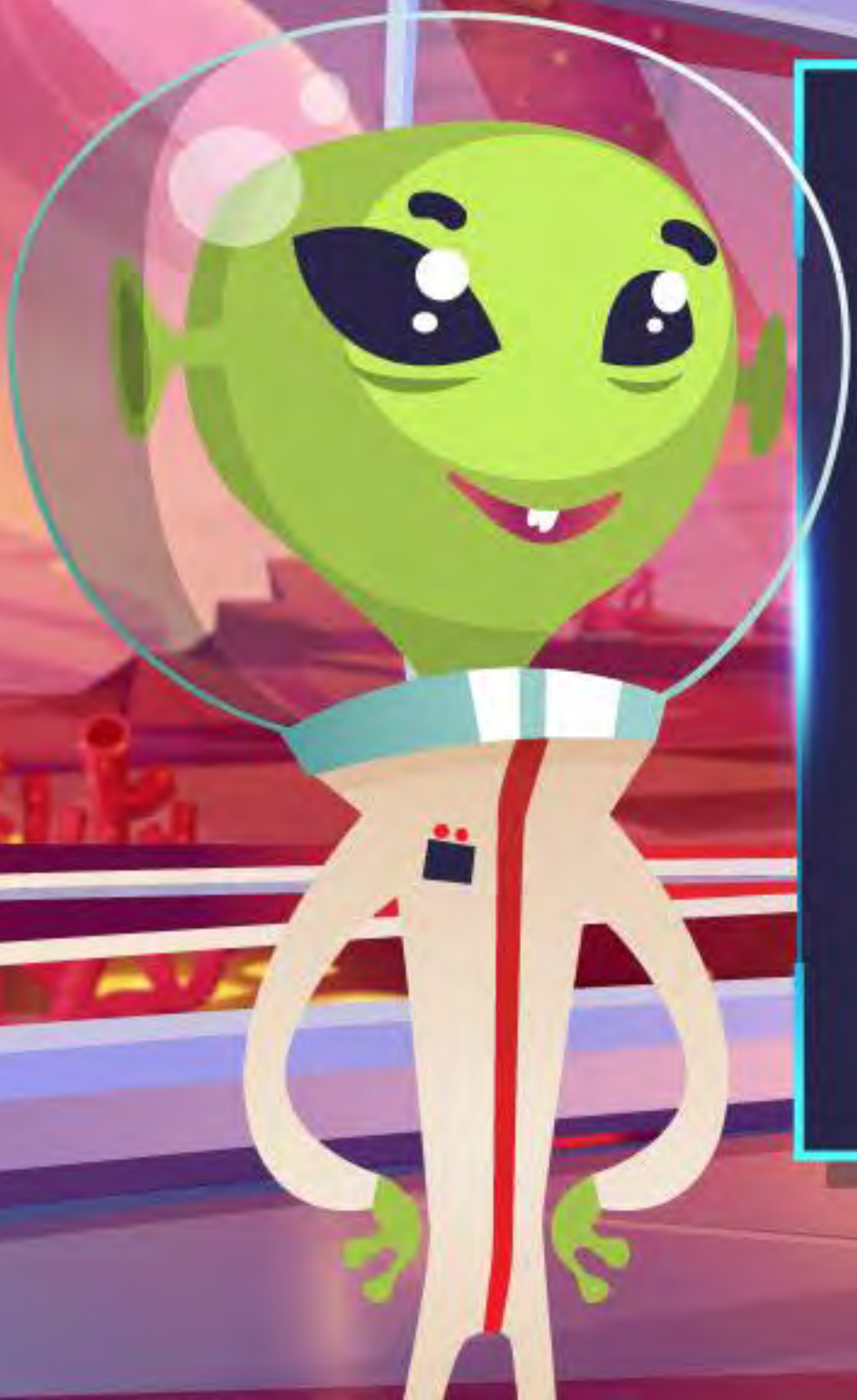
GOOGLE KEEP

If you like to use the Google environment and are looking for an application for your to-do lists, you will appreciate Google Keep, which allows you to take notes easily in any situation. Since the application works with the Google account, you can access all your content from any device, with your login details.

The interface is simple and easy to use, and you can easily create your first notes and add content such as voice recordings, images or handwritten notes.



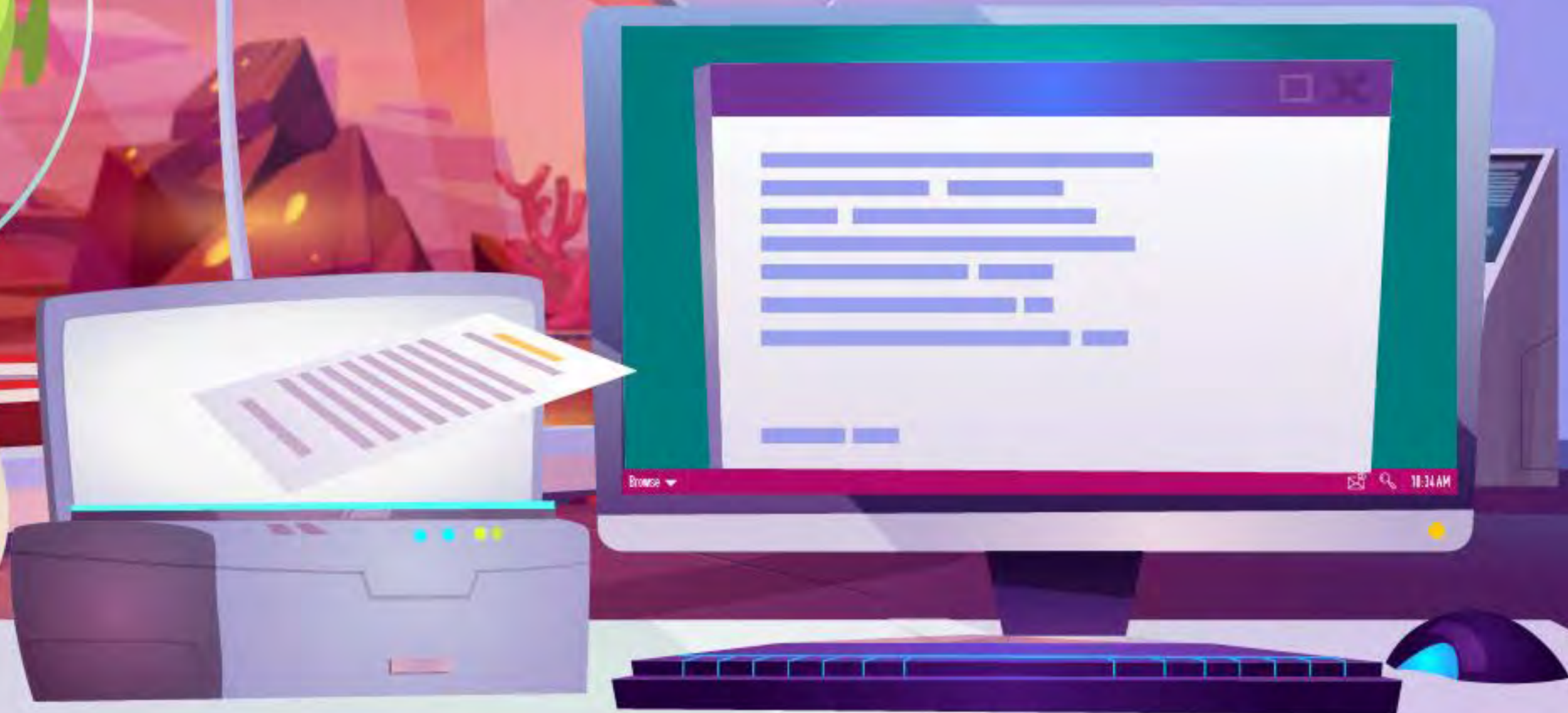
In your work, you may need to transform some paper documents into digital one, in order to send it by mail for example.



Paper document

Digital document

Do you know how to use a document scanning application?
Let's see if you can reconstruct the process.



Drag and Drop

Put the different actions in the right order, then click on validate.

The software detects the borders of the document and improves its sharpness, its brightness.

You save the document.
It is available at any time to be shared.

You use the settings of the application to optimize the appearance of the document (cropping, retouching, colorimetry, etc.).

You take a picture of a text.

TO USE A SCAN-APP FOR MOBILE YOU HAVE TO:

Four dashed hexagonal boxes arranged vertically, intended for the user to drag and drop the action cards from the left into the correct order.



I ASK LEIKA TO HELP ME

VALIDATE

Drag and Drop

Put the different actions in the right order, then click on validate.



At last,
don't forget to save
your document.



TO USE A SCAN-APP FOR MOBILE YOU HAVE TO:


✓ The software detects the borders of the document and improves its sharpness, its brightness.

✓ You save the document.
It is available at any time to be shared.

✓ You use the settings of the application to optimize the appearance of the document (cropping, retouching, colorimetry, etc.).

✓ You take a picture of a text.

I ASK LEIKA TO HELP ME

A green alien character with a large, clear, spherical helmet. The alien has large, dark eyes with white pupils and a small, smiling mouth showing two small fangs. It is wearing a light blue collar with a white stripe and a red vertical stripe down the center of its torso. The background is a futuristic, colorful environment with purple and red tones.

If you don't have a proper scanner machine, you can use a mobile application, and scan with your smartphone (In this case, note that the scanner applications are based on the camera of your mobile. So there is no point in hoping for a quality scan if you don't have a good resolution).

HOW TO USE SCAN-APPS FOR MOBILE:

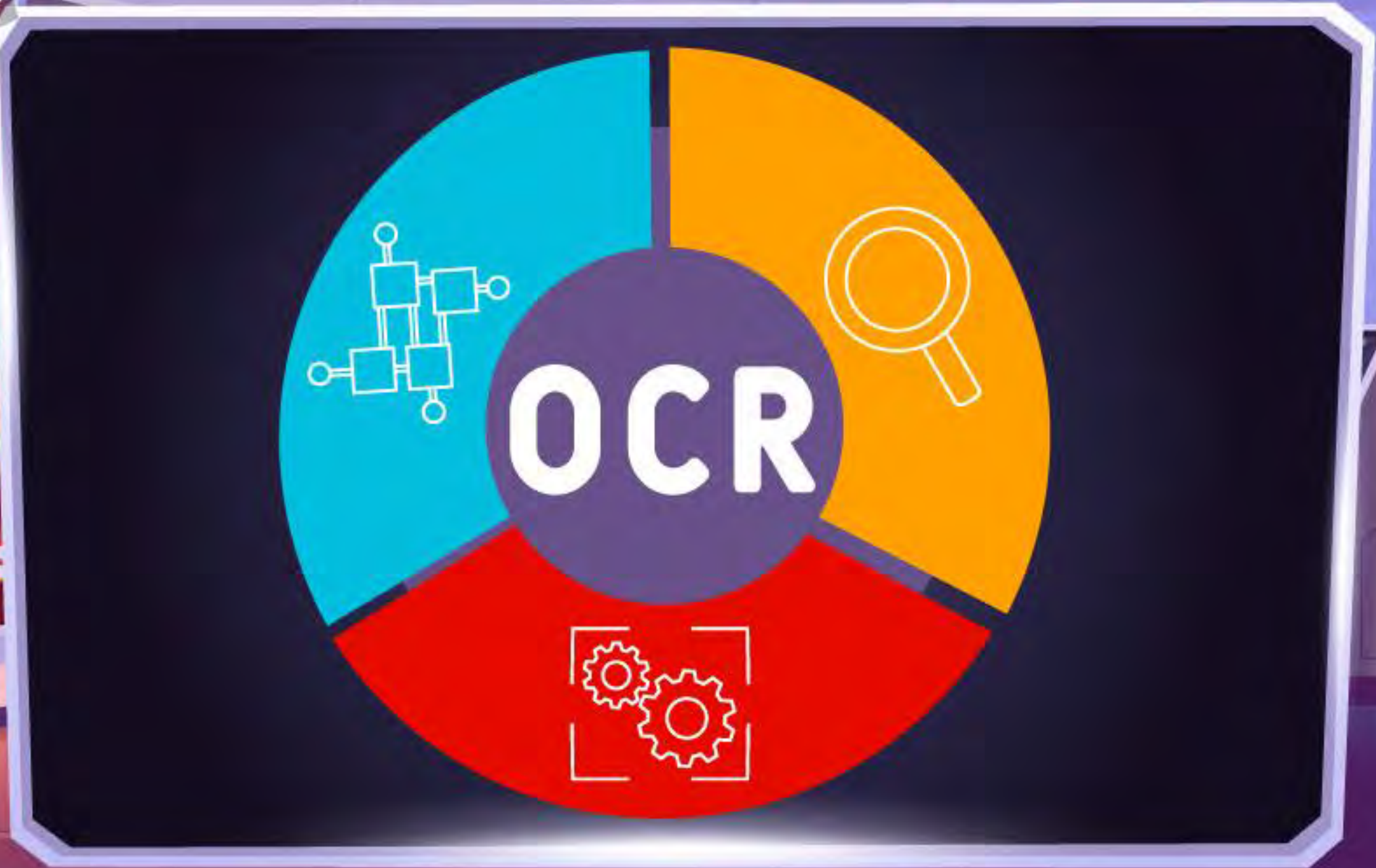
- 1 You take a picture of a text.
- 2 The software detects the borders of the document and improves its sharpness, its brightness.
- 3 You use the settings of the application to optimize the appearance of the document (cropping, retouching, colorimetry, etc.).
- 4 You save the document. It is available at any time to be shared.

The advantage of such an application is its manageability. Scanning a document has never been so easy! Moreover, the software is configured to produce light files, but of good quality. The files produced are in PDF or JPEG format. In addition to retouching and cropping functions, some applications include really interesting processing functions, such as annotation or OCR. But what is OCR?

HOW TO USE SCAN-APPS FOR MOBILE:

- 1 You take a picture of a text.
- 2 The software detects the borders of the document and improves its sharpness, its brightness.
- 3 You use the settings of the application to optimize the appearance of the document (cropping, retouching, colorimetry, etc.).
- 4 You save the document. It is available at any time to be shared.

OCR stands for Optical Character Recognition. Software that has this feature can "read" the content of a document.



How does this work in practice? The OCR systems distinguish the dark colour of the text from the white of the pages and thus identify each written character. They then extract the text from the document presented to them and turn it into an editable file.

This works for both typed and handwritten text. So you can use this feature for a receipt, a contract or even a handwritten note. Great, isn't it?



Let's discover 3 scanner applications for you mobile phone.



CAMSCANNER FOR ANDROID


- The free version is more than sufficient for daily needs
- Document security with password
- Optional account creation

MICROSOFT LENS FOR ANDROID

- Automatic border framing
- OCR
- Saves files as PDF, -JPEG or directly in Word, PowerPoint,
- OneNote or OneDrive

TINY SCANNER FOR IOS

- For Apple tablets and phones, there is an app called Tiny Scanner. It allows you to take photos of your paper documents and save or share them as pdf files.
Unfortunately, there are only black and white scans in the free app version.

A green alien with large eyes and a wide smile is wearing a white space suit with a red stripe and a clear helmet. It stands on the left side of the frame. To its right is a small, white, boxy robot with a large screen for a face, a blue light, and a single wheel at the bottom. The robot is speaking. The background is a futuristic space station with purple walls, a railing, and a large window showing a red planet. A control console with a screen is visible on the right.

And now we're all set up like pros!
I think that you've learned enough to continue your journey.
I wish you good luck for the rest of your space trip!



Welcome back on board.
Congratulations to you, you did a great job, and obtained a VISA for the last Planet!





WELL DONE!

You've earned all the visa!



Welcome back on our spaceship.

NEXT!

SELECT OUR NEXT DESTINATION!



PURPLE PLANET  

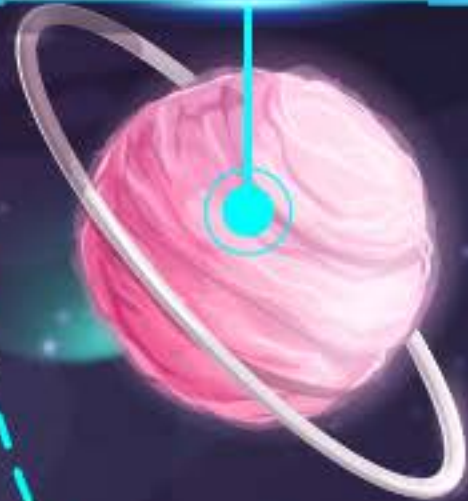
BASICS **COMPUTER**

SCORE **500/000**

PINK PLANET  

BASICS **OFFICE PROGRAMS**

SCORE **700/000**



YELLOW PLANET  

BASICS **VIDEO CHATS / COMMUNICATION PLATFORMS**

SCORE **300/000**



SELECT OUR NEXT DESTINATION!



GREEN PLANET  

BASICS CREATIVE CONTENTS

SCORE **250/000**



RED PLANET  

BASICS HELPFUL APPS FOR PROFESSIONALS

SCORE **500/000**





Congratulation ! Now you are digitally literate!

You now know:

- What digital technology brings to your life
- The basic components of a computer
- What software and files are
- The basics of office software
- Video chat & communications platforms
- How to create content
- Number of useful applications