



Digital competencies for women in rural areas to increase their entrepreneurial opportunities and employability.

Towards inclusion through entrepreneurship.

## IO1 – TASK 3 BRIDGING THE GAP MOOC

### Module: Introduction to the basics of ICT for entrepreneurship

Organisation: Women in Digital Initiatives Luxembourg Asbl



Co-funded by the  
Erasmus+ Programme  
of the European Union

This project has been funded with support from the European Commission.

**Project No: 2020-1-ES01-KA204-082832**

## Contents

Introduction to the basics of ICT for entrepreneurship	2
<b>Hardware and Software</b>	<b>Error! Bookmark not defined.</b>
1.1 Hardware	3
1.2 Software	8
1.3 Connection	12
The basics of problem-solving	14
2.1 Storage management	14
2.2 Updates	18
2.3 Optimising the battery usage (laptop)	21
<b>Business Tool: Microsoft Office (2h30)</b>	24
3.1 Microsoft Word	24
3.2 Microsoft Excel	28
3.3 Microsoft Powerpoint	31
3.4 Microsoft OneNote (20min)	32
<b>Final Quiz</b>	34
References	36
<b>Annexes:</b>	38

## Introduction to the basics of ICT for entrepreneurship

[Introductory video]

Welcome to the first module of our project for rural women entrepreneurs!

If for some of you this module will be a (vitall!) refresher course to get back on track, for others it will be a leap in learning the basics of ICT. Mastering digital tools is becoming crucial for various tasks in everyday life, especially in the world of work. You don't have to be an expert in everything to start a business, but the days when an entrepreneur can succeed without technical knowledge, especially computer skills, are over.

Bridging the Gap offers free modules to help you get digital skills, to help you disseminate information, manage communication and also perform useful tasks on a computer in the process of creating and managing your business. In this first module, you will find the basics of IT, from computer components to software, to connectivity, problem-solving and to office tools, you will develop a whole range of additional or complementary digital skills.

### **Activity: Warm-up**

*How many desktop computer components will you recognise on this image?  
(to be developed upon platform specificities)*

## 1. Hardware and Software

This section will deal with computers (and other peripherals) and their components. It is imperative that we understand what constitutes a computer in order to understand how to work with them. Understanding the parts that make up a computer will lead to an understanding of how a computer works as a whole.

In this section, we will "demystify" the inner workings of a computer, which we usually don't fully understand. Once you have deconstructed the inside of the computer in its entirety, you will feel more confident to continue your quest for digital skills because you will understand the so-called "tangible" parts of the machine and will be able to better locate the different operations on one's computer or other devices.

This section will not deal with the inner workings of all the different electronic devices that exist (smartphones, tablets, games consoles etc.) as there are too many of them. However, they all have very similar components and functions to a computer.

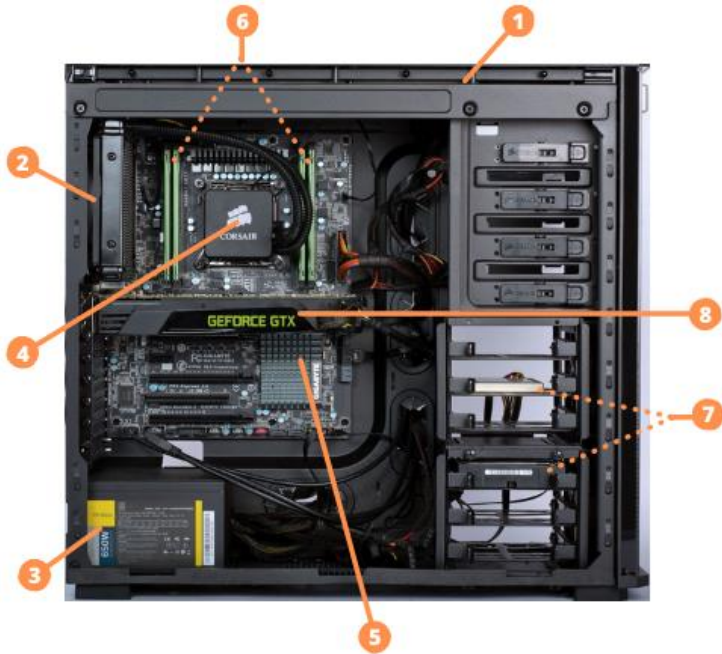
In this section, we will introduce the basics of hardware and software as well as the basics of connectivity.

### 1.1 Hardware

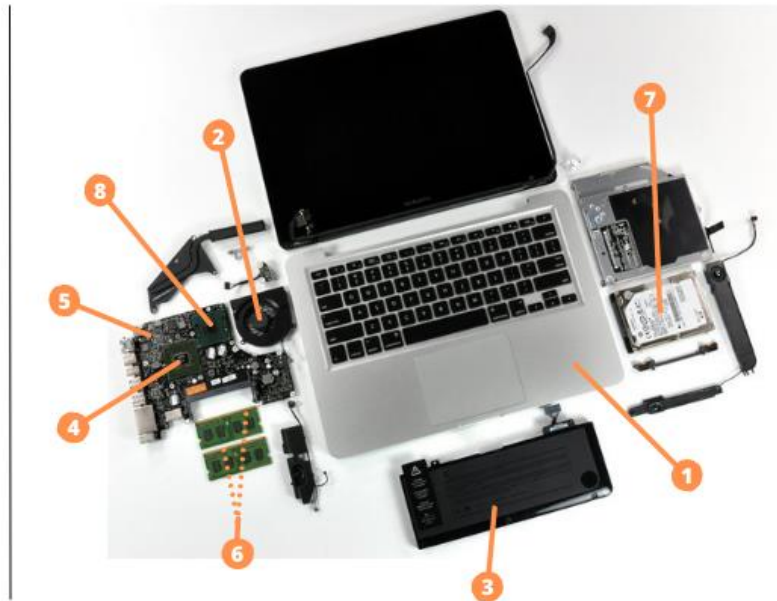


*A personal computer (PC) is a multi-purpose computer whose size, capabilities, and price make it feasible for individual use.*

Despite the complicated words surrounding computers, what makes a computer is actually quite simple. If you were to open a computer tower or laptop and look inside, you would be surprised at the simplicity that characterises even the most complex computers. Let's take a look at what your computer looks like in everyday life:



Hardware of a desktop  
Source: <https://iioinn.com/img/get>



Hardware of a laptop  
Source: <https://guide-images.cdn.ifixit.com/igi/1Oyxzn5xQIDeBOG.huge>

What you see in both images is the internal architecture of a computer (desktop or laptop) but don't worry, these different parts are not as complex as they may seem. Here is a list and details of the main and most important components:

1. **Case:** The case is the architecture or skeleton in which all the components of the computer will sit. Mainly on the back and front of the case (but can also be present on the top and bottom) for the tower and on the bottom under the keyboard for a laptop, you can find several bays or grills: these are ventilation grills.
2. **Fans:** On the ventilation grills that you can find in the case, you will find fans. Once a fan(s) is installed in these locations, it will cool down the components that get hot during operation. The hot air stored inside the case is then evacuated by the fan(s) through the ventilation grids.

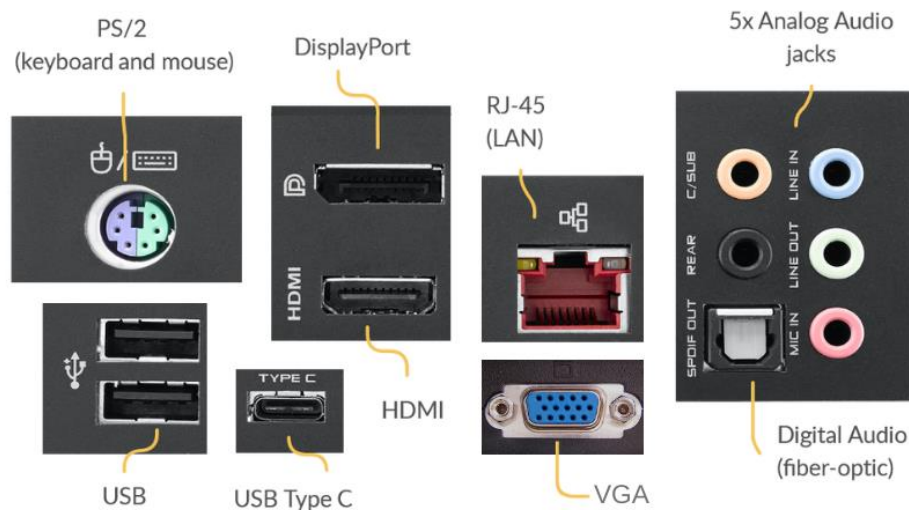
3. **Power supply/Battery:** For a Desktop computer, the power supply often goes hand in hand with the case. It is responsible for the supply of electrical power and is measured in watts. It comes in the form of a box and has internal fans. Make sure that your desktop computer is always connected to an outlet so that you can use it. For a laptop, it is the battery that provides the power source for the computer. A smaller power supply, which is not directly integrated into the case and can be carried around, will recharge the battery when plugged in.
4. **Processor (CPU = Central Processing Unit):** The processor or CPU is the thinking head of your computer. The more powerful it is, the faster the information is processed! Its computing units are called "cores". There are processors with two, four, six or even 64 cores. Its efficiency also depends on its frequency, expressed in gigahertz (GHz).
5. **Motherboard:** If the processor is the "brain" of the computer, this part is the "backbone" of the computer. The motherboard is the base on which all the elements fit together. It houses all the components of your computer and determines its possibilities of evolution. Depending on the number of slots it has, you can later add memory bars, change the processor or integrate a graphics card... It also embeds the chipset, which is responsible for transmitting information between the components and the computer. It has various additional options, such as Wi-Fi cards, sound...
6. **RAM (Random Access Memory):** RAM is the memory that is accessed while programs are running. While you are working, it stores all the temporary data that makes it responsive! The larger the RAM, the more responsive your PC is and the more programs it can run at the same time. It is measured in gigabytes (GB). It is important to note that RAM is a temporary memory, if you shut down your computer the RAM will be lost or emptied. We can compare RAM to the short-term memory of a human.
7. **Storage/Hard disk:** It is a large and permanent storage space that is used to hold data on a computer, such as operating system files, photos, videos, software etc. When needed, the data is automatically transferred by the computer from the hard disk to the RAM for use by the processor. Unlike RAM, this data does not disappear when the computer is switched off. We can compare the Storage memory or hard disk to the long-term memory of a human.
8. **Graphics Processing Unit (GPU):** It is responsible for the display of all graphic elements: games, but also photos, videos and software... It is sometimes called a video card. It can sometimes be directly integrated into the

processor if the chosen computer is not designed to perform complex graphic tasks.



[Computer Basics: Inside a Computer](#) (2 min)

**Ports:** The ports are located on the back or front of the computer, or on either side of a laptop, and allow you to connect various external devices to your computer. By external, we mean any type of device that is not part of the hardware already present in the computer itself. These peripherals can be, for example, a mouse, a USB key, a gaming controller, an external hard drive, a headset...



*Different ports on a computer*

Source: <https://www.hardware-corner.net/guides/guide-to-computer-ports-and-connectors/>

- ❖ **PS/2** = special port on a desktop computer used for connecting old computer keyboard and mouse.
- ❖ **USB (Universal Serial Bus)** = Can connect all kinds of external USB devices (external hard disk, mouse, keyboard, webcam, printer...). USB port can be used to transfer data, act as an interface for peripherals and even act as a power supply for devices connected to it. There are a minimum of 2 ports provided on most desktops and laptops
- ❖ **USB type C:** it is the latest specification of the USB and is a reversible connector supposed to replace the older version of USB ports.

- ❖ **VGA (Video Graphic Array)** = Can be found in many computers, projectors, video cards and TVs. VGA port is the main interface between computers and older monitors.
- ❖ **Display port** = Display Port is a digital display interface with optional multiple channel audio and other forms of data. Display Port is developed with an aim of replacing VGA as the main interface between a computer and monitor.
- ❖ **HDMI (High Definition Media Interface)** = HDMI is a digital interface to connect High Definition and Ultra High Definition devices like Computer monitors, HDTVs, Blu-Ray players, gaming consoles, etc.
- ❖ **RJ-45/Ethernet:** To help connect your computer to the Internet and communicate with other computers or networking devices.
- ❖ **Audio ports:** Audio ports are used to connect speakers or other audio output devices to the computer. The audio signals can be either analogue or digital and depending on this, the port and its corresponding connector will differ.



[Computer Basics: Button and ports on computer](#) (2min30)



One of the first choices you'll have to make in your digital journey as an entrepreneur is: laptop or desktop? This will depend on how you will use it as well as your budget. [Check out or listen to this article](#) to help you make your choice!



### Activity: Answer the following quiz (10 min)

1. Why does a computer need fans?
  - a) Because it looks and sounds very nice when starting up the PC
  - b) Because it needs validation from other people
  - c) Because it might overheat otherwise and parts may be damaged
2. Which of the following elements are types of computer hardware?  
(Multiple answers possible)

- a) Processor
- b) Hard disk
- c) Linux
- d) Google Chrome
- e) RAM
- f) Microsoft Word

3. Which part of a computer is also called the "brain"?

- a) Processor
- b) Motherboard
- c) Monitor
- d) Fans

4. Which port is the most commonly used to plug many types of external devices, can transfer data and serve as a power supply?

- a) VGA
- b) USB
- c) PS/2
- d) RJ-45

5. The Processor/CPU is placed on a printed circuit board called:

- a) SIM card
- b) Punch card
- c) Motherboard

## 1.2 Software

What is **software**?



*Software is a bunch of programs and files that together tell the hardware what to do and how to do it in order to provide tools for users.*

There are several categories of software: operating systems, games, office software such as the Microsoft Office Suite that we will talk about later in this module, etc. There is a wide range of concepts related to software and its engineering.

When talking about software, we can see some notions like **programs** and **files**, but what is it exactly?



A computer **program** is a series of instructions for the processor to execute. Instructions can be used to read data from the storage memory/disk, request input from the keyboard or display images on the screen. When these instructions are organised in a logical sequence for a particular purpose (calculating, playing, etc), we call this sequence a computer program.

As you already know, the processor is the brain of a computer and is responsible for carrying out all the tasks requested in the program. Programs are coded (programmed) by programmers in different languages (programming languages) that are understood by the machine and by humans.



A **file** (📄) is a sequence of information on the storage memory or disk that is given a name. For example, some files contain images, others contain text. A program can read a file from the disk and do something with the information it contains



A **directory/ folder** (📁) is a special file; the information it contains is actually other files. Indeed, a directory is like a folder in which we store sheets. Several files are stored in the directory, which allows us to classify (and find) our files quickly.



[Computer Science Basics: Hardware and Software](#) (2 min)

When we talk about a computer we use the term **"PC" for personal computers**. Although this term is not associated with a brand but with functioning, "PC" is now associated with a computer running Microsoft Windows as opposed to "Mac", the



Apple Macintosh computer. Originally, however, the term "PC" covered all personal computers, including Apple-branded computers.

The software that is undoubtedly the most important is the **operating system**.



An **operating system** is software that manages the resources of the computer (hardware and software) and provides the user with a general interface to communicate with the computer.

It would be far too complex to communicate with the computer in its own language! So you have to use the operating system's features. To better understand what the operating system really is, it is good to see the machine as a structure with layers. The first layer at the bottom would be the hardware. Just above that is the operating system, which takes care of communicating with the hardware for you. Then come the ordinary applications like games, office software, etc.

Nowadays there are many different operating systems available, the three most popular being Windows, MacOS and Linux.



*Examples of Operating Systems*

Sources: <https://icons8.com/icons/set/operating-systems>  
<https://www.flaticon.com/free-icons/operating-system>



[Computer Basics: Understanding Operating Systems](#) (2 min)



**Activity: Answer the following quiz (5 min)**

1. Software is instructions that tell the hardware what to do?  
**True** or False?
2. macOS, Linux, and Windows are examples of
  - a) **operating systems**
  - b) web browsers
  - c) storage memory
  - d) mobile apps
3. What does the acronym PC mean?
  - a) Power Cable
  - b) Processor Card
  - c) Powerful Calculator
  - d) **Personal Computer**
4. Which brand invented the macOS?
  - a) IBM
  - b) **Apple**
  - c) Microsoft
  - d) Sony
5. Why is having an operating system on your computer essential?
  - a) It has a role of managing information and files to facilitate the user's experience
  - b) It manages the hardware and software resources
  - c) **Both answers are right**

### 1.3 Connection

Now that you understand what composes a computer and sets it up, you need a good Internet connection to get the most out of your device: surf the Internet, send emails, use applications, save your work on the cloud, or communicate. But sometimes, it is not always easy to find your way around all the products on the market, and their uses are not always obvious to everyone.

In this section, we will simplify and explain the differences between all these technical terms.

What type of Internet service should you choose? This will depend on many factors: the internet provider and what it offers, or the area in which you live. Some areas have a good network (for example, fiber-optic) and others do not (for example, dial-up). To find out which option to choose, we advise you to check with your local authority to find out about your network coverage, as well as with various internet providers.



*The most important factor in determining the quality of an internet connection is its speed, measured in Mbps (megabits per second). The higher the Mbps, the faster the internet connection. Depending on your needs, choose the option that suits you best!*

What do you need to connect your computer to the Internet? Now that your internet connection is up and running, it's time to connect your computer and/or your different devices.

- ❖ First of all, you need a modem. This is a hardware device used to establish a connection to the Internet. There are different models to suit your type of Internet service. Most of the time, your Internet Service Provider will give you directly a modem, which is included in your contract. This means that you don't have to choose between the products available on the market.
- ❖ Then, you may probably need a router. This hardware device is used to connect different devices (computers, tablets, phones) to one Internet connection. You don't have to buy a router, it is not necessarily necessary to establish an Internet connection (which is why we have used the term

“may probably need”). It is also important to know that you can also directly connect your computer to your modem using an Ethernet cable.



*What about Wi-Fi? This is a wireless network technology that sends data via Internet connections.*



*Hotspot: a hotspot is a tool connected to the Internet which is used for sharing the connection with several devices.*



[Computer Basics: Connecting to the internet](#) (4 min)



### Activity: Quiz (5 min)

1. What is a network?
  - a. A group of friends
  - b. A system of computers connected together so that they can share information
  - c. When working online
2. How is the speed of an Internet connection measured?
  - a. In gigabits
  - b. In megabits
  - c. In meters
3. A router is essential to establish an Internet connection between different devices:
  - a. True
  - b. False
4. What is a modem?

- a. A wireless network technology
  - b. An Internet Service Provider which enabled you to connect to the Internet
  - c. A hardware device used to establish a connection to the Internet
5. What is a hotspot?
- a. A tool connected to the Internet used for sharing connection with several devices
  - b. A tool used to measure the speed of your Internet connection
  - c. An Internet provider

## 2. The basics of problem-solving

This part deals with the basic tasks to be done with a computer to avoid issues or to solve basic problems we can encounter when using a computer: searching for space (disk) on the computer, making sure the computer's software is updated... These topics combined will enable you to use the computer independently and with confidence.

### 2.1 Storage management

Storage management is another essential part of basic computer use, as we need to know exactly how much space on our storage/Hard disk we have left to, for example, download new applications or software, write documents and save them, update our software... For a computer, it is used to store data, information and instructions.

- **Internal storage**

We can compare the internal storage as a book or a notebook where everything that is written in it stays there and is ready for you to read or write on it. Unlike RAM, which was introduced above, the information will still be existing when the computer is turned off and accessible when turned back on. In a computer, the operating system itself for example is stored on the internal storage device.

There are two types of storage disks that allow you to store information inside your computer.

HDD or Hard drive is the most common storage device used in computers for decades which offers the largest amount of storage for an affordable price and SSD (Solid-state drive) which is faster, more durable, much more energy-efficient, quieter but also more expensive!



(Optional lecture) If you want to know more about HDDs and SSDs, you can read [this article](#) which talks in detail about the different types of hard drives and their use, pros and cons.

- **External storage**

As an entrepreneur, you may need to use external storage devices. Indeed, by connecting it to your computer, it allows to increase its storage capacity but also to be used on several devices because it is portable. you can indeed disconnect it from your computer and move it around, everything that has been stored inside. They are easy to use and can also be very useful as backup storage for your important data if your computer crashes.

Using an external hard drive is simple: you plug them on your computer (most of the time on the USB port), they appear on your computer, and you can simply click and drag your files onto them to copy the files onto the hard drive. By files, we mean various forms of media (photos, videos, documents...) and software.



External Hard Disk

Source: <https://www.freepik.com/rawpixel-com>



USB flash drive

Source: <https://www.freepik.com/psd/mockup>

- **Cloud storage**



Cloud storage is a model that stores data on the Internet through a cloud computing provider who manages and operates data storage as a service. This gives you agility, global scale and durability, with “anytime, anywhere” data access which can be very useful as an entrepreneur if you do not want to if you don't want to take your external hard drive with you everywhere





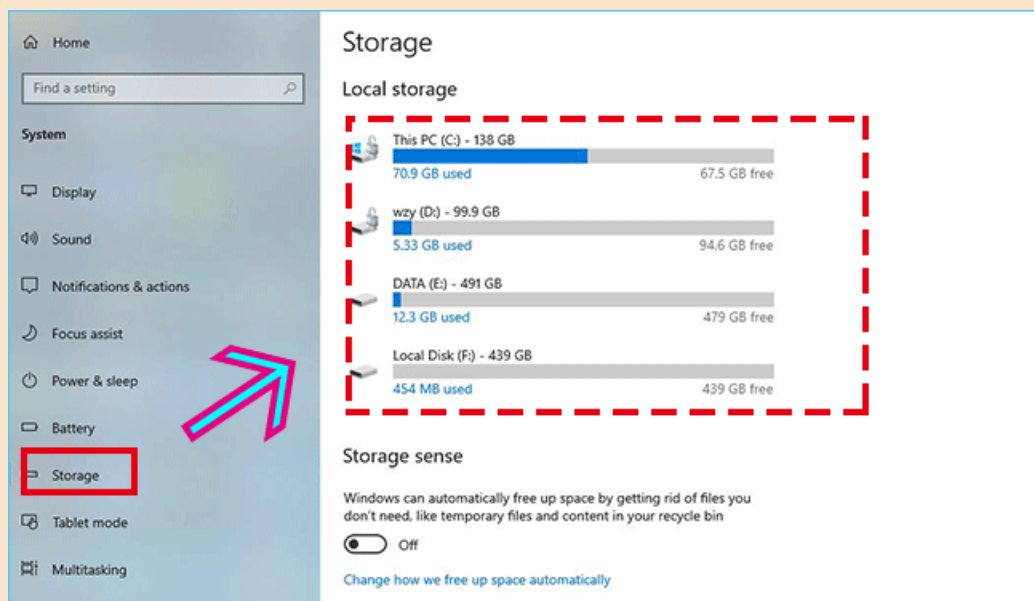
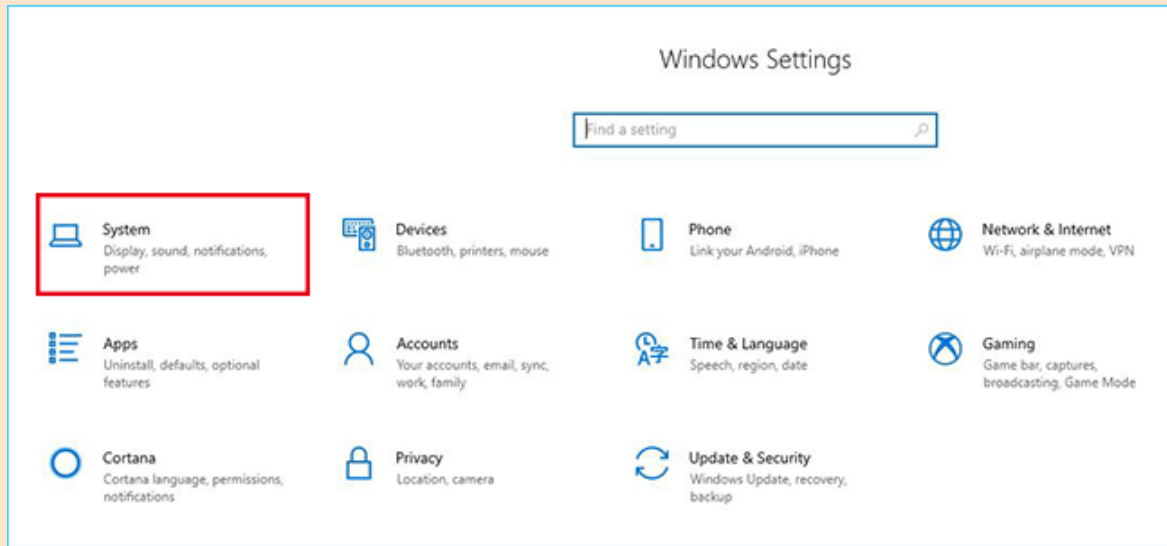
[3 2 1 Basics of Cloud Storage](#) (6 min)



### **Activity: Check on your storage space status (5 min)**


To check the internal storage space on your system **on Windows**:

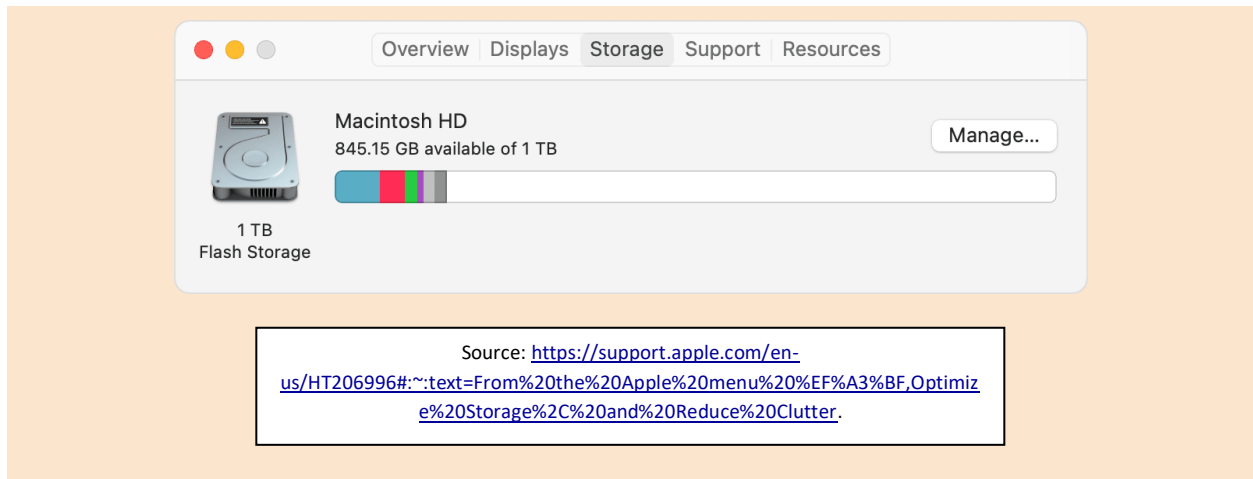
1. Go to Windows settings, by clicking on the windows logo at the bottom left and then by clicking on the gear icon.  → 
2. In the Windows settings interface click on "System" and then "Storage" on the left-side panel.



Source: <https://www.isunshare.com/windows-10/how-to-check-what-is-taking-space-on-hard-drive-windows-10.html>

To check the internal storage space on your system **on macOS**:

1. From the Apple menu  in the upper left corner of your screen, choose "About This Mac".
2. Then click on "Storage" to see the amount of storage space available.



## 2.2 Updates

Keeping your computer or software up to date will ensure that it works properly and that you stay as safe as possible when using your computer (especially when accessing the Internet).



When using **Windows**, it usually puts a lot of emphasis on updates and regularly reminds you to install them when it does not do so automatically.

If you want to check for an update yourself, you can do so by accessing the magnifying glass/search bar in the taskbar at the bottom of the desktop screen. It is usually located right next to the Windows logo. This will open the search bar where you can type in and search for all your programs on your computer. You can also directly access the updates menu through the Windows settings like you did in the previous activity.



When using **Apple**, make sure to keep updated your macOS system as well. Each update brings new features, fixes any problems, and allows you to get the most out of your computer and all associated applications.



Normally, your Mac informs you via a pop-up notification when a new update is available. However, you can check for an update yourself at any time.

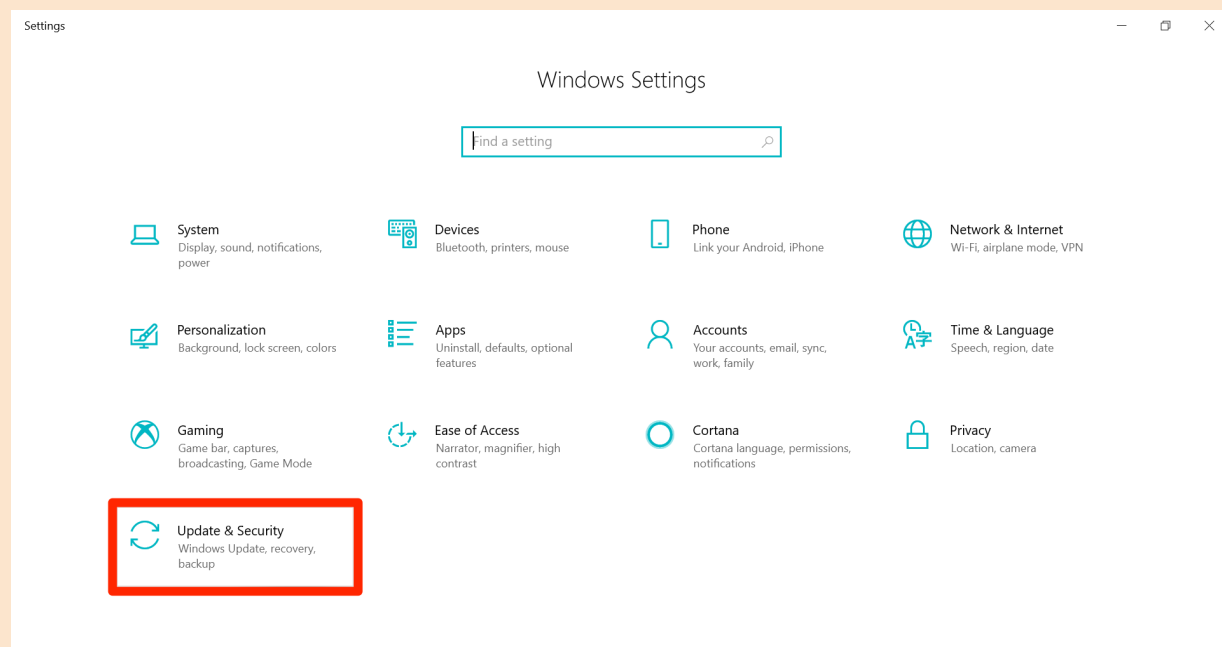
It is important to note that your computer's operating system should always be updated, otherwise you may encounter errors when trying to install or run certain programs.



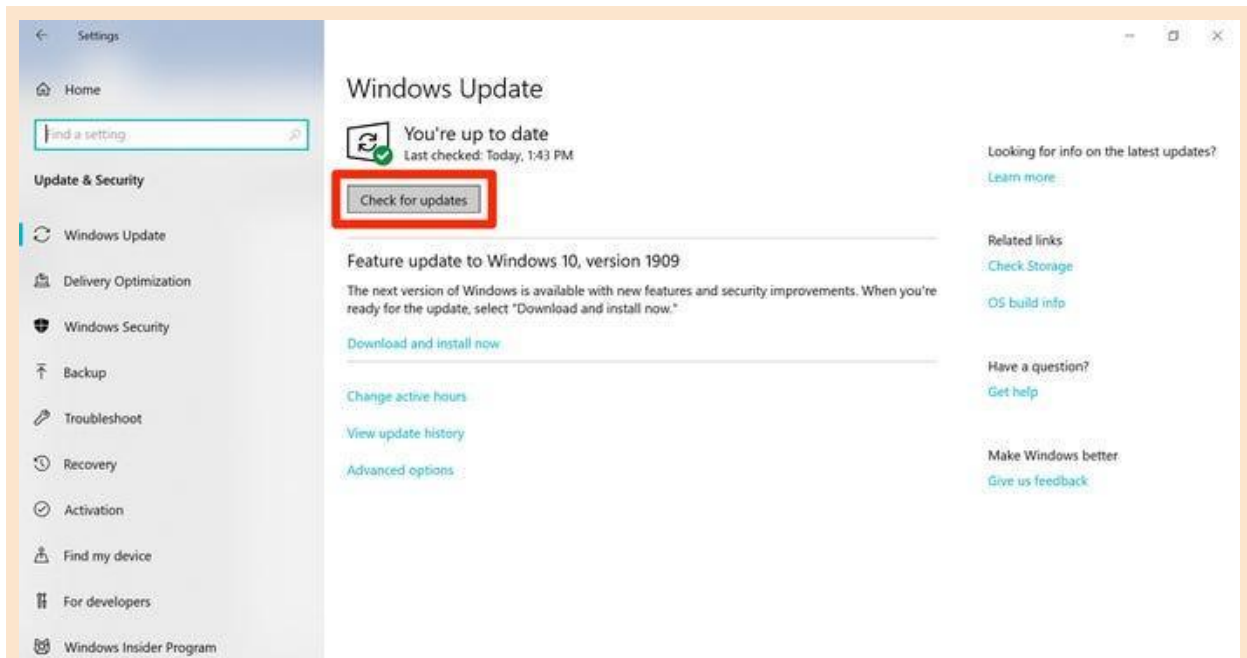
### Activity: Updates verification (5 min)

To verify if your computer needs to be updated **on Windows**, you can:

1. Go to Windows settings, by clicking on the windows logo at the bottom left and then by clicking on the gear icon.  → 
2. Click on "Update & Security"




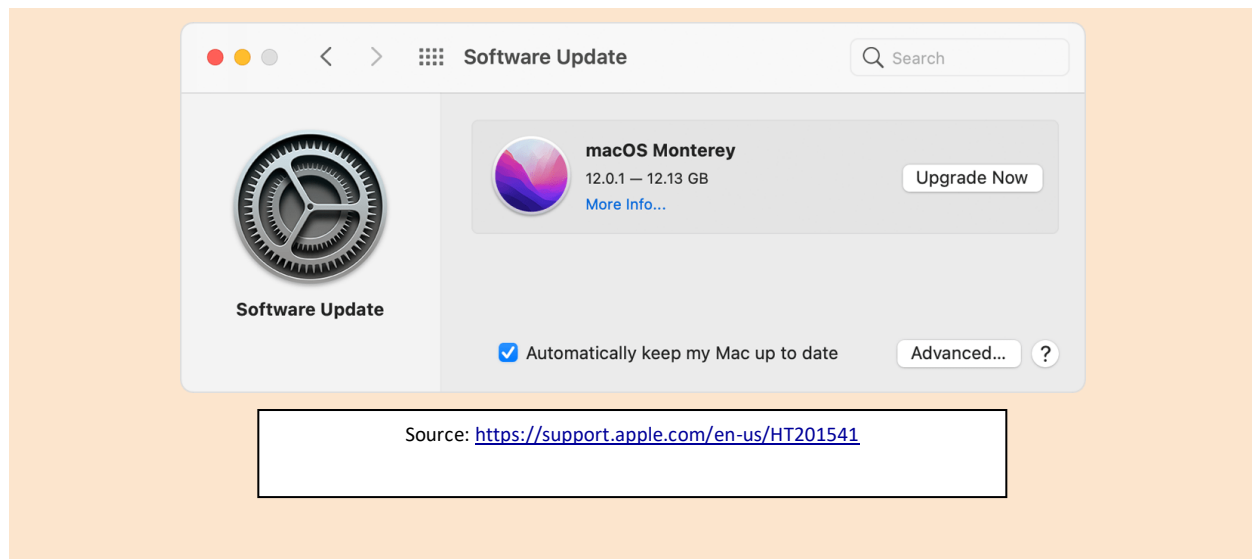
3. What opens now is the settings window for all updates to your computer. It will tell you if your PC needs an update or if an update has been installed successfully or unsuccessfully and when.
4. Check for updates here and install them if they are available.



Source: <https://www.businessinsider.com/how-to-check-for-updates-on-windows-10?r=US&IR=T>

To verify if your computer needs to be updated **on macOS**, you can:

1. From the Apple menu  in the upper left corner of your screen, choose "System Preferences".
2. In the "System Preferences" window, click on "Software Update".
3. If an update is available, it will appear, and you will simply have to click on "Update Now" (for latest updates for the currently installed version) or "Upgrade Now" (for a major new version with a new name, such as macOS Monterey).



[How to check for updates to Windows 10 Microsoft](#) (2 min)

[How to Check for Updates in macOS](#) (2:30 min)



*When your computer is updating, make sure that it is well connected (for a laptop) to avoid this one being interrupted because of a stop of the computer. Indeed, an update that could not be downloaded until the end can create problems with the use of the computer thereafter or even prevent its operation completely. You should not force a computer to restart but use the Shutdown/Restart function provided for this purpose.*

## 2.3 Optimising the battery usage (laptop)

To avoid your work being interrupted (or even lost!) by a lack of battery power here are some tips to optimise battery use.

- ❖ When you are at home or at your organisation's premises, don't hesitate to simply plug in your laptop!
- ❖ Enable the "power/battery saving" or "low energy" mode found on almost all recent laptops. This will help you save your battery if you are unable to plug in your computer.

- ❖ Reduce the brightness of your screen (which consumes a lot of battery power!)
- ❖ Limit the number of applications/software you open at the same time.



### Additional activity: Taking care of your battery (5 min)

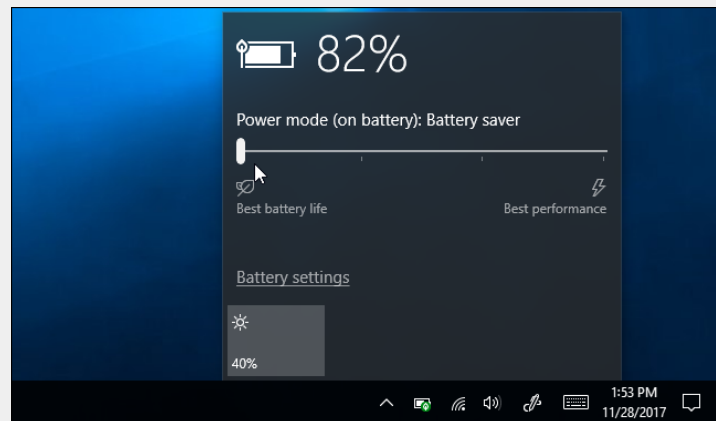
*Hardware of a laptop*

Source: <https://guide-images.cdn.ifixit.com/igi/1OyxznZn5xQlDeBOG.huge>

Windows laptops, in particular, have a feature called "low battery mode"

or "battery saver".

1. Click on the Windows logo in the bottom left corner of the screen
2. Then click on the gear icon to access the settings.
3. In the settings, click on "System" and then on "Battery".
4. In the window that now opens, you will see a scale adjuster:




5. You can move the slider to set the battery saving mode to whatever you want.



*You can also access the battery mode directly by clicking on the battery icon at the bottom right of your screen!*

Apple laptops have a feature called “Low power battery mode” which reduces energy consumption by automatically turning down the screen brightness and system speed to save battery life and make your Mac run more quietly.

1. From the Apple menu  in the upper left corner of your screen, choose “System Preferences”.
2. Select the “Battery” section.
3. In the left column, click on “Battery”.
4. Check the box for “Low power mode”.




<https://www.macworld.com/article/348837/macOS-monterey-low-power-mode-system-preferences-how-to-enable.html>



You can also turn on low power mode when plugged in. In the same menu, click on “Power Adapter” and check the box for “Low power mode” to use it while your laptop is charging. It will automatically run cooler and quieter when enabled.



You can also access the “Battery settings” in the toolbar of your desktop by clicking on this icon: .



[Computer Basics: Creating a safe workspace](#)

## Business Tool: Microsoft Office (2h30)

How can we talk about the basics of ICT without mentioning the Microsoft Office Suite!

Microsoft Office is a set of office applications tools. It can be used on a computer, tablet or mobile. Among these tools, it offers several possibilities, each with its own use and particularities: Word, Excel, PowerPoint, One Note or Outlook. This software allows you to work faster and more efficiently on your business tasks and to improve your own documents. In the field of “office” tools, Microsoft Office is the must-have suite for most companies or home users, even if we have to pay for it. However, there are other free alternatives such as Open Office (including LibreOffice) which can also be a solution for beginners. But, later on, using this free option may create compatibility problems between certain document formats. In addition, the functions are limited compared to Microsoft Office. The Google collaborative tool (GoogleDoc, GoogleSheet...) is also one of those free alternatives that can be a good compromise between the two. By the way, if you want to know more about this last tool, it will be developed in another module!

### 3.1 Microsoft Word

*Let's start with Word! This tool has different functions, but it is particularly used in word processing tasks: creating and formatting a document. Showing off your*



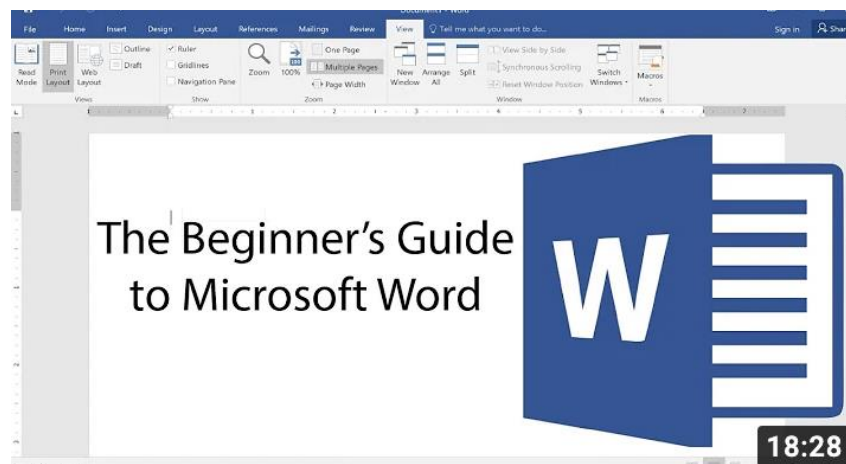
*work through an elegant and clear layout, well-chosen colours, highlighting certain points, will allow you to provide quality content that will enhance your business.*

When you are an entrepreneur, this software will be very useful for various administrative tasks: writing official documents, work contracts, guidelines, annual reports, toolkit or official letters.

To learn the basics of Word, we suggest you watch this video. It will give you the keys to better understand how this tool works.



[Beginner's Guide to Microsoft Word](#) (18:30 min)



Now that the basics have been covered, it's time to practice what you've learned in the video!



*Training is the key! And this advice applies to all these modules. The more you practise, the more comfortable you will be with the software, the more creative you will be in your documents.*



Don't forget to save your work by clicking on "Save" in the "File" menu or by holding down the CTRL key and the S key on your keyboard!



### Activity: Discovering Microsoft Word (10 min)

The goal of this activity is to lay out a text according to specific guidelines. The aim here is to master the various basic tools (changing the font, changing the colour, etc...). If you have any problems, don't hesitate to review parts of the video.

1. Locate Microsoft Word on your computer and open a new document.
2. Type the following text:

"My New Year's resolution last year was to write down three moments of joy before I went to bed each night. This very simple thing has changed my life. Because I realize I used to go to bed every night thinking about what I did wrong and what I was going to do wrong the next day. Now I go to sleep thinking of what went right. And when those moments of joy happen throughout the day, I notice them more because I know they'll make the notebook. Try it..."

Sheryl Sandberg, COO of Facebook, Commencement Speech at Virginia Tech (2017)



*Did you know that there is a quicker way to rewrite text without completely rewriting it? Select the text, right-click and select "copy". Then, place your cursor where you want to insert the text, right-click and select "paste". There are also keyboard shortcuts: "CTRL+C" for "copy", "CTRL+V" for "paste".*





3. Italicise the text and justify it.
4. Underline the title of the text.
5. Bold the author's name.
6. Increase the font size to 14.





7. Change the font style to one of your choices.
8. Adjust the line spacing to 2.0.
9. Use "Save as" to save your document on your computer desktop. Name the document "Commencement Speech at Virginia Tech by Sheryl Sandberg".
10. Insert a picture onto your document (find an image from the internet, and save it on your computer desktop).
11. Add a numbered list with your top three favourite business women.
12. Add a table of 2 columns and two rows. The first column will be entitled "Opportunities" and the second column will be entitled "Challenges". You will note the opportunities and challenges of starting a business.
13. Save your work.
14. Export the document in pdf format.



### Activity: Do you recognise these tools? (5 min)

In this new activity, you will have to recognise and explain the functions of the following commands, which you can find in Word. If you have any problems, don't hesitate to review parts of the video.

### 3.2 Microsoft Excel

Now, we move on to Excel! This is a data processing tool. With Excel, you can clearly display your data in spreadsheets and charts. It is easy to use and saves you from having to buy business management software. This tool is a real time-saver and essential for monitoring cash flow, calculating costs, and more generally, for any custom calculation document (management, organisation, schedules, budget follow-up, etc...).

As an entrepreneur, this software will be perfect to do your accounting for example!

To learn the basics of Excel, we suggest you watch this video. It will give you the keys to better understand how this tool works.



[Beginner's Guide to Excel](#)



Now that you know more about Excel, it's time to put into practice all the knowledge you learned in the video!



### Activity: Discovering Microsoft Excel (20min)

The goal of this activity is to get you to manipulate this tool by creating a table, its data, and simple formulas! If you have any problems, don't hesitate to review parts of the video.

1. Locate Microsoft Excel on your computer and create a new document.
2. Activate the cell whose address is A2.
3. Write "Month" and press "Enter".
4. In the following cells, enter the corresponding contents :
  - Sales price
  - Quantity sold
5. Complete the entry with the following values in the table (from B3:B14 to C3:C14):

January	20	578
February	20	409
March	22	478
April	22	509
May	22,50	389
June	22,50	698
July	22,50	700
August	22	589
September	22	468
October	22	423
November	23	535
December	23	674

6. Lay out the text in the cells and adjust the size of the columns.
7. Add the borders.
8. Save the file as "Accounting".
9. Enter the "January" Text in cell A3 and automatically complete the series until December.
10. Sort the table from the highest to the lowest selling price.
11. Rename the Sheet1 to "Turnover 2021".
12. Write "Monthly turnover" in D2.
13. Write " $=B3*C3$ " in D3. This will give you the monthly turnover. Do the same for the other months.
14. In B16, write "Annual turnover".
15. In C16, calculate the annual turnover with a formula.
16. In B17, write "Average annual turnover".
17. In C17, calculate the average annual turnover with a formula.



### **Additional exercise: Mail Merge (15min)**

Too easy? Want to go further? No problem! We have an additional tutorial on the function Mail Merge! This exercise combines both Word and Excel. It will allow you to automate the creation of letters, labels, envelopes... For a considerable saving of time!



[Mail Merge from Excel to Microsoft Word](#)

## 3.3 Microsoft Powerpoint

PowerPoint is one of the essential tools of the entrepreneur! In particular, it will allow you to pitch your project and bring it to life in a few slides. You will also be able to present your product or service to potential customers or investors and provide clear material to your audience. A good presentation is the key!

To learn the basics of PowerPoint, we suggest you watch this video. It will give you the keys to better understand how this tool works. There are other online tools, such as Canva, which allow you to create many visuals, including presentations. This tool is developed in another module, so don't hesitate to consult it if you want more information!



[Beginner's guide to Microsoft PowerPoint](#)



*Some tips for a successful and effective presentation! Follow the 10/20/30 PowerPoint rule: the presentation should have 10 slides, last no more than 20 minutes, and contain no font smaller than 30 points. With this, you will become a PowerPoint pro!*



### **Activity: Create your own PowerPoint presentation (20min)**

The activity associated with this part is simple: create the PowerPoint presentation of your project! Thanks to the video course, and our advice, you have all the keys to producing a quality presentation. Use colour, images, impactful sentences to promote your ideas!

## **3.4 Microsoft OneNote (20min)**

Last key tool in the Microsoft Office suite: OneNote! This application is similar to a digital notebook. You can create notes or handwritten notes, draw your ideas, use highlighting or tags, and organise them into sections or separate notebooks.

This tool is very useful, especially in entrepreneurship: you constantly have ideas, remarks, advice, and OneNote allows you to write them down and centralise them in one place, on all your devices (computer, phone, tablet).

To learn the basics of OneNote, we suggest you watch this video. It will give you the keys to better understand how this tool works.



[Beginner's guide to Microsoft OneNote](#)



### **Activity: Brainstorm your ideas (10min)**

For this last activity, we suggest that you get to grips with OneNote on your own, write down your ideas in the form of bullet points, classify them... You will see in Module 3 how to organise your tasks on different platforms (for example, Trello).

## Final Quiz

1. Which of the following elements are NOT types of computer hardware?

(Multiple answers possible)

- a. Processor
- a. Windows
- b. Microsoft Office
- c. RAM

2. Which of the following actions/instructions cannot be **undone** in Microsoft Word?

- a) Saving your document
- b) Adding borders and shading
- c) Aligning a paragraph
- d) Changing the font colour and font size

3. What is the name of this Operating System?



- a) Windows
- b) MacOS
- c) Ubuntu
- d) Linux

4. Microsoft Office 365 is an Operating System.

True or False?

5. OneNote is a software used to manage your accounting.

True or False

6. To connect to the Internet, you must have: (Multiple answers possible)
- a) A telephone line
  - b) A modem
  - c) A subscription to an internet service provider
  - d) A printer
7. What is the rule 10/20/30 corresponding to when talking about Powerpoint?
- a) 10 minutes/minimum font size of 20/30 slides
  - b) minimum font size of 10/20 slides/30 minutes
  - c) 10 slides/20 minutes/minimum font size of 30
  - d) 10 minutes/20 slides/minimum font size of 30
8. Why do we have to update software?
- a) To make your computer faster and last forever
  - b) To avoid errors when running the program and to secure the software
  - c) To make sure that other people cannot see your files and data
9. Which will optimize the most (and the simplest way) the use of your battery?
- a) Not using your computer too much
  - b) Activate low energy mode
  - c) Turn off your computer every time you don't use it even for a few minutes
10. Excel or spreadsheets can be very useful in everyday life by analysing your company statistics and calculating a budget for an expense?

True or False

## References

Alain. (updated on December 17, 2020). Quelle solution informatique pour un professionnel ou pour une petite entreprise. Retrieved from

<https://www.supergeek.fr/blog/quelle-solution-informatique-pour-un-professionnel-ou-pour-une-petite-entreprise/>

John Quinn. (published in November 2015). The 10,20,30 presenting rule. Retrieved from

<https://audiencealive.com/the-102030-presenting-rule/#:~:text=It's%20quite%20simple%3A%20a%20PowerPoint,20%2C30%20presenting%20rule%20name.>

Aditya Tiwari. (published on January 2, 2018). What's Inside My Computer — Different Components Of A Computer. Retrieved from

<https://fossbytes.com/whats-inside-my-computer-different-components-of-a-computer/>

Computer Basics from GCFGlobal. Retrieved from

<https://edu.gcfglobal.org/en/computerbasics/>

Dheeraj Mehrotra. Basic Concepts Of Information Technology (IT). Retrieved from

[https://e-school.kmutt.ac.th/elibrary/Upload/EBook/DSIL\\_Lib\\_E1312881659.pdf](https://e-school.kmutt.ac.th/elibrary/Upload/EBook/DSIL_Lib_E1312881659.pdf)

VGA connector. Retrieved from

[https://www.wikiwand.com/en/VGA\\_connector](https://www.wikiwand.com/en/VGA_connector)

Chavi Levy. (published on April 27, 2020). Guide to Computer Ports and Connectors: USB, Thunderbolt 3, HDMI. Retrieved from

<https://www.hardware-corner.net/guides/guide-to-computer-ports-and-connectors/>

manjeetks007. (published on June 16, 2021). Types of Computer Ports. Retrieved from

<https://www.geeksforgeeks.org/types-of-computer-ports/>

Qu'est-ce que le stockage dans le cloud ? Retrieved from

<https://aws.amazon.com/what-is-cloud-storage/#:~:text=Cloud%20storage%20is%20a%20cloud,your%20own%20data%20storage%20infrastructure.>

Free up storage space on your Mac (Apple). Retrieved from

<https://support.apple.com/en-us/HT206996>

Update macOS on Mac (Apple). Retrieved from

<https://support.apple.com/en-us/HT201541>

Microsoft Word on Quizizz. Retrieved from

<https://quizizz.com/admin/quiz/568aa0fcc7feb98823fc0bf1/microsoft-word>

<https://nectmodem.com/hotspot-vs-modem-which-is-best-for-internet-connection/#:~:text=A%20hotspot%20is%20used%20for,allow%20connections%20of%20multiple%20devices.>

<https://www.nytimes.com/2017/05/12/us/sheryl-sandberg-commencement-virginia-tech.html>

<https://www.isunshare.com/windows-10/how-to-check-what-is-taking-space-on-hard-drive-windows-10.html>

Time duration - Module Basics of ICT for entrepreneurship	
Tasks	90 minutes
Videos	90 minutes
Lecture (general content of the module + recommend lectures)	120 minutes