



Module 1 – First digital steps

Module Background

Due to the digitalization process occurring in our society, one of the most important skills to develop when it comes to entering the job market is to be familiar with the wide world of technology. Besides more specific digital skills, what can make an impact is the awareness of different operating systems and digital platforms, the ability to get started when in front of an electronic device, the ability to use wireless networks to effectively and safely browse Internet.

Module/ Skill Unit Code	Module/Skill Unit Title	Teacher led instruction	Teacher backed instruction	Total number of hours
MODULE 1	FIRST DIGITAL STEPS			
SU 1.1	Computer fundamentals	10	2	12
SU 1.2	Basic file functions	10	2	12
SU 1.3	Going to the wide world web	10	2	12
TOTAL MODULE HOURS		30	6	36



Skill Unit 1.2 – Basic file functions

Skill Unit Background

Being absorbed in an era in which dematerialization is catching on, also documents and pictures becomes inconsistent and digitalized. The result is that, due to the recognized role of digital resources in easing some work processes, many firms rely on word documents, pdf and jpeg files, to name a few.

Learning Objectives

This Skill Unit will teach how to use the different file formats and their basic functions

Learning Outcomes

The learner uses different file formats (PDF, WORD) (1.2.1)

The learner is able to open, rename, print, save, delete WORD files and PDF documents (1.2.2)

Pre-knowledge

Preferably verbal speech, reading and writing capability

Indicative Content: Topics and Key Concepts

- File types (image, video, PDF, text)
- Common file functionalities (name, save, store, share, print, scan)



Teacher led Activities

Spin the wheel (1.2.1): Recognizing differences among file formats, random wheel for basic operations with them

Check the doc (1.2.2): Introduce yourself with a nickname! Write a sentence about you in Word, print it and let the guessing game begin!

Teacher backed Activities

Icon Investigation (1.2.2) : Fun file function practice: match icons and functions in a simple game, including save, rename, word, and pdf

Assessment Methods

Learners could be engaged in a final activity to test their abilities in using various digital file formats and their basic functions. This assessment aims to evaluate the skills learned throughout the SU through a series of questions and actions. They will be required to demonstrate their knowledge of different file formats, specifically PDF and Word documents, by answering questions and performing actions related to these formats.



SPIN THE WHEEL

Step by step process

1. The educator shows the icons of PDF and WORD and explains the difference.
2. Learners open a folder on their laptop with 3 WORD and 3 PDF documents and asks if everyone can recognize which are the WORD and which are the PDF.
3. The educator projects a Wordwall random wheel with several things to do. The educator spins the wheel and everyone tries to do what is written (e.g. open the WORD file named xxx and close it; rename the PDF document named xxx in xxx; delete the WORD file xxx).
4. Move to the debriefing questions.

Debriefing

What did you learn about the differences between PDF and Word documents during the activity? Were you able to recognize and differentiate between the Word and PDF files in your folder easily?

Tips

The Random Wheel provided in the Material section is just an example you can use to get inspiration to customize your own activity. Change operations and theme of the wheel according to your needs.

Connections with other activities

Possible follow-up: "Icon Investigation", "Online interview"

Activity type: Instruction

Topics and content: File types

Learning outcomes:

The learner uses different file formats (PDF, WORD)

Target group: Individual activity

Material

Physical material: Laptop

Link to activities: [Wordwall Random Wheel](#)



CHECK THE DOC

Step by step process

1. Learners create a Word document and write a sentence about themselves.
2. The educator tells them to save the document using an invented nickname.
3. The educator helps learners to print the document.
4. The educator reads all the documents and partners guess the person.
5. Students need to rename the document with the real name.
6. Ask them to transform the document into a PDF.
7. Move to the debriefing questions.

Activity type: Instruction

Topics and content: File types

Learning outcomes: The learner is able to open, rename, print, save, delete WORD files and PDF documents

Target group: Individual activity

Material

Physical material: laptop

Debriefing

What did you learn about creating, saving, and printing a Word document during the activity?
How did the process of transforming the document into a PDF format contribute to your understanding of different file formats and their uses?

Connections with other activities

This activity can be considered as a possible follow up of the activity "Spin the wheel"
Possible follow-up: "Online interview"



ICON INVESTIGATION

Step by step process

- 1.The educator shares link to a learning app with a matching game of file functionalities and icons, including one wrong element.
- 2.Learners play the game and try to remember correct file functionalities.
- 3.The educator asks learners to open a Word document and try to perform each file function (save, rename, delete) correctly.
- 4.The educator provides feedback and offers assistance as needed.

Activity type: Evaluation

Topics and content: File functionalities and icons

Learning outcomes: The learner is able to open, rename, print, save, delete WORD files and PDF documents

Target group: Individual activity

Material

Physical material: laptop
Link to activities: [learningapps](#)

Driving questions

What might be hard for you when you try to save, rename, or delete files in a Word document?
Are there any other things you can use or do to get better at managing files?

Connections with other activities

This activity can be considered as a possible follow-up of the activity "Spin the wheel"