



## Module 1: Computer Literacy

### Annexes



# Computer Literacy

## ANNEX 1/1 Computer Literacy, Session 1, activity 1

### Keyboard shortcuts on Office Microsoft WORD

Like many software, Microsoft Word offers keyboard shortcuts to improve productivity. Here are the 15 main shortcuts to know :

- CTRL+S : save the document
- F2 : save as
- CTRL+O : open a document
- CTRL+N : create a new document
- CTRL+F : look for text in the document. F5 also works.
- CTRL+Z : cancel an action, go back
- CTRL+Y : restore or repeat an action
- CTRL+P : print the document. CTRL+F2 also works.
- CTRL+B : put a text in bold. CTRL + I for italic and CTRL + U to underline.
- CTRL+SHIFT+V: paste only the text. CTRL + V to use the default collage.
- CTRL+F4 : close the window. CTRL + W and ALT + F4 also work.
- ALT+IMP ÉCR : allows you to take a screenshot of the active window only.
- TAB : to move to the next cell in a table. SHIFT + TAB to go back.
- CTRL+Lateral arrow: move the cursor, word for word.
- SHIFT+Lateral arrow : allows you to select text.

*You can try them with your audience, but do not forget to type a text first.*

### Formatting

To format text on Word, you must use the Home tab. Various tabs are available in Word: File, Home, Insert, Layout etc. These tabs are then divided into sections: clipboard, font, paragraph... The Font section allows you to change the appearance of the text: font, text size, bold, underline, italic, strikethrough, superscript, index, font color, text effect, highlight color...

Invite your audience to play with these tools to see how they are working.

### Make a frame

In some cases, framing a paragraph may be useful. To do this, simply select the text and click on the frame icon in the paragraph section of the Home tab. You will then be able to add a bottom, top, side border, or frame a text entirely. To go further, you can click Border and frame to customize the background and your borders.

### Standardize formatting

Styles, on Microsoft Word, are very important. They are accessible via the Home tab, and allow you to organize a document. You can apply the "Title" style to your document title, the "Title



1" style to the first level titles, and so on. This feature organizes your document, standardizes its formatting and allows the software to prioritize your contents for the summary. We recommend using styles as soon as you create your document.



### **Insert a table**

Just click the Table button and choose the number of lines and columns. For this go to the tab Insert / Tables. Once inserted, select your table. A new part will appear on the ribbon: Table Tools. Then use the Creation and Layout tabs to format your table.

### **Date a Word document (date and time)**

You can insert the current date and / or time in a Word document. This feature is useful if you are printing the document, since it can be updated in real time. On the Insert tab, Text section, select Date and Time. A window opens; many formats are available, the data corresponds to the day and time indicated on your computer.

### **Adjust margins and change portrait / landscape orientation**

Layout / Orientation tab: Change the portrait or landscape orientation. Depending on your needs you may need one or the other, so you choose what you want.

Margins are useful when you want to play on the shape of your document, or if you need extra space in the footnote. Margins can be changed using the Page Setup tab also.

### **Insert a picture**

On the Insert tab, in the Illustrations section, click Images and select the one that interests you from the computer. To subsequently put the image according to your text (behind, aligned or framed for example), please click on the image and on the small icon appearing on the right of the image. Then select the way you want to position your image.

### **Add a table of contents**

Once your document is organized thanks to the styles, you can add a summary. Use the Table of Contents button on the References tab. The possibilities of personalization are numerous, from the style of the texts to the characters of continuation by way of the levels to be displayed. Then you will have to update the table by hand, by clicking on the dedicated button or by right clicking on the summary.

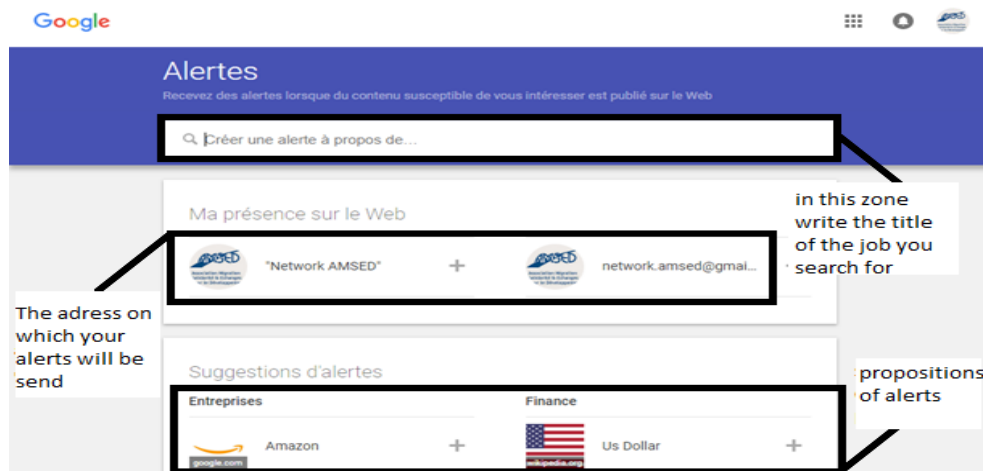
# Computer Literacy

## ANNEX 1/2 Computer Literacy, Session 2, activity 1

### Introduction to the practical application

#### Put into practice Google alerts

Please go on [Google Alerts](https://www.google.com/alerts).



First of all make sure you have filled in the first box with your search item (use key words such as job offer for example). Then choose the email address on which the alerts will arrive.

By clicking on the "Show Options" button, a second window opens allowing you to specify your Google Alerts. Unless you have a special alert to do, I advise you to leave these options by default.

Your Google Alerts results will depend on two conditions:

- The relevance of your keyword. You have to choose good keywords to maximize your chances of results. A good keyword is a short or simple word or phrase. Good keyword: cinema. Bad keyword: last film released at the cinema.
- The news, if your keyword comes out a lot or not at all. Take for example the word "snail", which is a simple key word but which probably will not bring many results because of its little present in the actuality.

I advise you to use broad expressions and targeted expressions as keywords.

Broad expressions

- « Job search »
- « Job offer »

If you are only searching in Alsace:

- « Job search » « Strasbourg »

- « Job offer » « Alsace »

Targeted expressions

- « Human Ressources Agent » « Strasbourg »
- « Cashier offer » « Super U » « Strasbourg »

There is another site for alerts. Visit Talkwalker at the following address: <http://www.talkwalker.com/fr/alerts>. As you can see, it works exactly like Google Alerts we saw previously. It's up to you to submit your alerts or to program new ones as well.

## Computer Literacy

### ANNEX 1/3 Computer Literacy, Session 2, activity 2

#### How to apply online

##### **Monster**

Go to the Monster website by typing 'Monster' in Google. We will start by creating an account on this site by clicking on the "Register" button. To register you can either use your Facebook profile, or fill up the questionnaire with your email address.

Once your registration is over, it is time to go to the second essential step to apply for offers: create a CV!

The next page opens where you are asked to fill in your Monster CV with your personal and professional information. It can be long and tedious, so just fill in the information you need right now.

On the other hand, applying for an offer cannot be simpler. Just check if the information is correct, attach a cover letter if you wish (which is recommended) and click send!

##### **Indeed**

Indeed offers you the choice to respond to job offers by directly integrating your CV or by creating a CV directly on the platform.

To do this, you need to create an Indeed account. The advantage of having an Indeed account is to be able to receive job alerts, a thing that is not possible without registration.

Indeed is a different job board. It lists the offers but does not offer to apply directly. It refers to the site in question or the job offer is proposed (ex: return to the site of Buffalo Bill to be a maintenance agent) Therefore, there is not a single path to apply as on Monster. However, you realize that it is still easy and intuitive!

Some offers will however require you to create another account "candidate space" on the recruiter's website.

In some cases, you will be asked to write a message on the platform or to send an e-mail to someone to express your interest in the job offer. I propose a simple and effective message that you can put in the majority of cases.

"Hello, I allow myself to contact you after the publication of your offer ... on the site ...

You will find attached my CV in response to your offer.

Do not hesitate to contact me for any additional information.

Sincerely

LAST NAME AND FIRST NAME