



**Develop Your
Creativity**

OPERATING SYSTEM - MS WINDOWS - BASIC INFORMATION NEEDED TO WORK WITH THE SYSTEM

SCENARIO II



**Co-funded by
the European Union**

LEADER:



PARTNERS:



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I GENERAL INFORMATION



Time:

10 - 12 teaching hours (depending on the development of the workshop part)

Recipients of the classes:

The recipients of the workshops are adults aged 50+ who are members of the Universities of the Third Age, Senior Clubs, libraries, community centers, thematic circles or other places associating elderly people. The scenario can be used by elderly people, who often have barriers in creating creative forms of communication, and all people related to adult education.

Number of participants:

Workshop group for 10 people of both sexes. You can also conduct a workshop in a smaller group of at least 6 people, depending on the premises conditions, but not more than 14 people.

Teaching methods used during the workshop:

- lecture,
- presentation,
- practical exercises,
- explanation,
- observation,
- discussion.

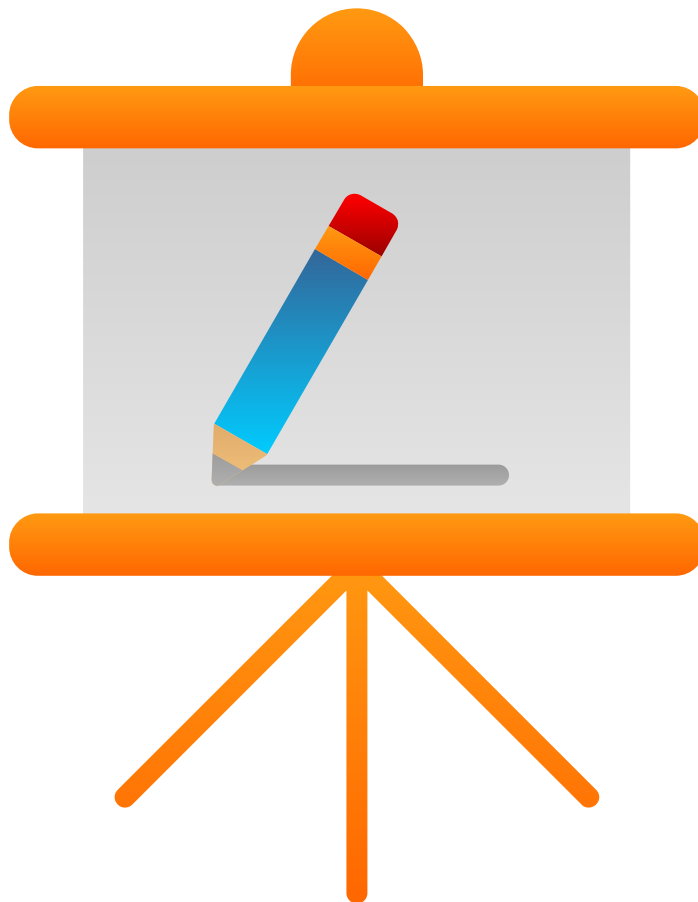
Course of action:

- Introduction to the workshop - talk
- Practical workshop
- Break
- Checking exercises
- Practical workshop
- Checking exercises
- Questions and answers
- Summary including evaluation

GENERAL INFORMATION

Tools used during the workshop:

- Computer/laptop,
- projector,
- Internet.



Purpose of the classes

Information for the trainer

After the workshop the participant:

- is able to use the word processor (Word) freely,
- is able to use a spreadsheet freely (Excel),
- is able to create a presentation freely (Power Point),
- is aware of and needs to use the MS,
- is able to use Word, Excel and PowerPoint for everyday activities,
- is aware of the advantages and disadvantages of using the MS,
- is able to save the created files independently.

Digital competences of the 50+ workshop participant:

- awareness of the MS Package,
- knowledge of the MS Package and its use in everyday life,
- self-efficacy in using the MS Package,
- improved digital skills.

II INTRODUCTION

Introducing the instructor/teacher (10 min.)

The trainer introduces himself to the participants of the workshop and says:

- your full name,
- interests and hobby,
- experience.



Establishing the principles of group (15 min.)

The trainer distributes sticky notes to the participants and asks them to write on one of them what the rules of the workshop are to ensure a nice and safe atmosphere.

The trainer discusses the participants' answers and establishes the rules that the group will follow during the workshop.



III. Meritory

Part 1.

Introduction to the subject

Microsoft Windows – is a family of operating systems that was created by Microsoft. Windows family systems run on servers, embedded systems and personal computers, with which they are most commonly associated.[1]

Popular Windows applications include:

- Microsoft Edge,
- Windows Media Player,
- Microsoft Paint,
- Outlook,
- Notepad.



Notepad - one of the free and built-in programs used to save text. Compared to a Microsoft Word text document, it has a very limited function - limited only to writing text, without the possibility of inserting tables, images or visual aspects.

Microsoft Paint, MS Paint (formerly Paint, Paintbrush) – is one of the graphics programs, free, located in the operating system for creating and processing graphics, which is a product of Microsoft. It is a program that a beginner can easily use . It can write and read graphics in the formats: BMP, JPG and JPEG, GIF, TIFF, ICO and PNG.



Functions for image editing:

- Flip/Turn,
- Stretch/Tilt,
- Invert colours,
- Attributes (width, colours, transparency),
- Clear image,
- Draw opaque,
- Enlarge image (up to eight times),
- Thumbnail (preview window when zoomed in),
- Grid.

Paint tools:

- Mark any shape,
- Mark,
- Eraser/Colour eraser,
- Colour Fill,
- Select colour,
- Magnifier,
- Pencil,
- Brush,
- Airbrush,
- Text,
- Line,
- Curve,
- Rectangle,
- Polygon,
- Ellipse,
- Rounded rectangle,
- Paste images.



A web browser[2] – is a computer programme used to download and display web pages that are made available by web servers, and it can also be used to play multimedia files, often using add-ons called plug-ins. With browsers, we can also search for information, watch a movie or find graphics.

Example browsers:

- Opera,
- Microsoft Edge,
- Mozilla Firefox,
- Chrome.

A few words about selected computer browsers.

[2] Informacje na temat przeglądarek internetowych https://pl.wikipedia.org/wiki/Prze%C4%85darka_internetowa

WorldWideWeb – this was web developer Tim Berners-Lee's first browser, it was developed in December 1990 for the NextStep platform. It had its first trials in usability at work in 1991.



Erwise – was created in April 1992 by students from Helsinki University of Technology: Kim Nyberg, Teemu Rantanen, Katy Suominen and Kari Sydänmaanlakka, it was the first browser to have a graphical interface.

Mosaic – this was the browser that first gained the most popularity. Its authors were Marc Andreessen and Eric Bina of NCSA. The first version of Mosaic was developed in February 1993.

Opera – this Norwegian browser, was developed in 1994 by a research team from the telecommunications company Telenor in Oslo.



Internet Explorer – was released on 23 August 1995 after four years it became the leader. It was leading the global market until around 2012. Unfortunately, constantly evolving technology and the large availability of other browsers on the market caused Internet Explorer to fall from the first place.



Below are the functions that the web browser contains to facilitate the use of the Internet:

- bookmarks and favourites,
- synchronise bookmarks and settings,
- import bookmarks and settings,
- download manager,
- cache storage of files,
- support for plug-ins and extensions,
- support for skins (themes), customisation of the interface according to the user's preferences and needs,
- tabbed browsing,
- memory for passwords,
- session manager,
- mouse gestures and keyboard shortcuts,
- blocking of pop-up windows,
- management of private data (cookies, visit history, form data, passwords, etc.),
- spell checker (forms, e-mails, etc.),
- ad filters,
- enlargement of text, graphics or entire page content,
- built-in e-mail programs,
- RSS and Atom readers,
- speed dial function,
- built-in BitTorrent client,
- private mode.



The MS package, has been used for a long time in many workplaces, programmes such as WORD, EXCEL or POWER POINT can make our daily work duties much easier. However, these programmes have also found their way into everyday life, not only for those who are professionally active. Thanks to these programmes, we can very easily make a shopping list, write down our favourite apple pie recipe, calculate our monthly expenses in a quick and simple way or show a beautiful presentation with information about our latest trip. The possible applications are enormous and it is hard to list every possibility.



But what is WORD really?

Microsoft word is a word processor program developed by Microsoft in 1983. As a text software, it is one of the most popular choices for users. It is a programme for creating professional quality various text documents.

Excel is one of the more advanced tools, which is used to select the most important data from a large amount of information. In addition to its advanced capabilities, it can also be used for simple calculations and to break down almost any information into graphs, functions or tables.

MODULE 1.

OPERATING SYSTEM - MS WINDOWS - GENERAL INFORMATION

We begin with the MS WINDOWS OPERATING SYSTEM:

The presenter explains to the workshop participants what MS WINDOWS is, how it works, explains definitions related to the topic. He then moves on to general information and individual tools. In conjunction with the presentation, we show in turn where the search engine is, how to search for information, how to change the Font on the computer and where the basic functions of the programme are located.

We ask questions such as:

- Do you know what MS WINDOWS is?
- Do you know what free web browsers are available?
- How do you think everyone can use MS WINDOWS?
- What is Ms or Notepad?

The presenter sums up the discussion.

We listen to the listeners' answers, then summarise:

Microsoft Windows – is a family of operating systems that was created by Microsoft. Windows family systems run on servers, embedded systems and personal computers, with which they are most commonly associated.[3]

The most popular web browsers include:

- Opera,
- Microsoft Edge,
- Mozilla Application Suite,
- Google Chrome.

Microsoft Paint, is one of the graphics programs, free of charge, already on the computer for creating and editing graphics, and is a product of Microsoft.

[3] https://pl.wikipedia.org/wiki/Microsoft_Windows

Part II - module 1

Workshop part.

All worksheets and exercises are attached in PDF format for distribution to the group.



Worksheet 1

Using the PAINT application, make an invitation for your birthday.

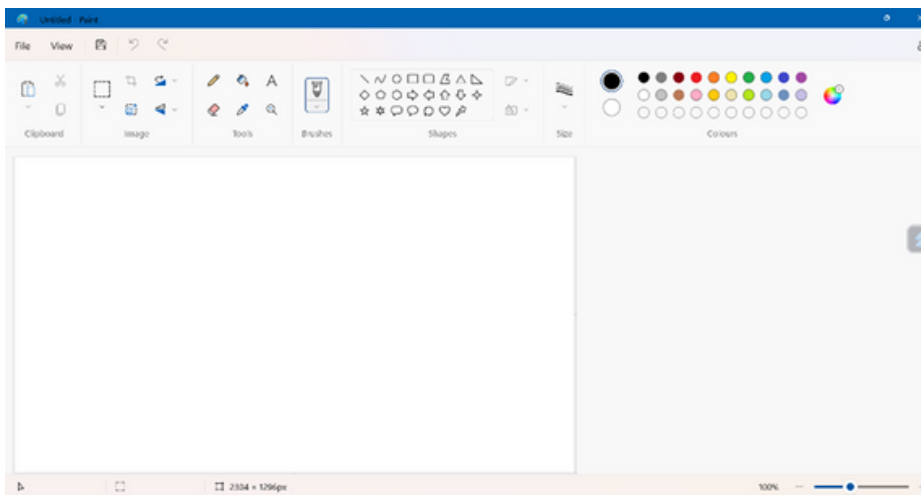
How to do it?

Step 1

Launch the Paint application, type paint in the search engine on the start bar and then file twice on the application icon.

Step 2

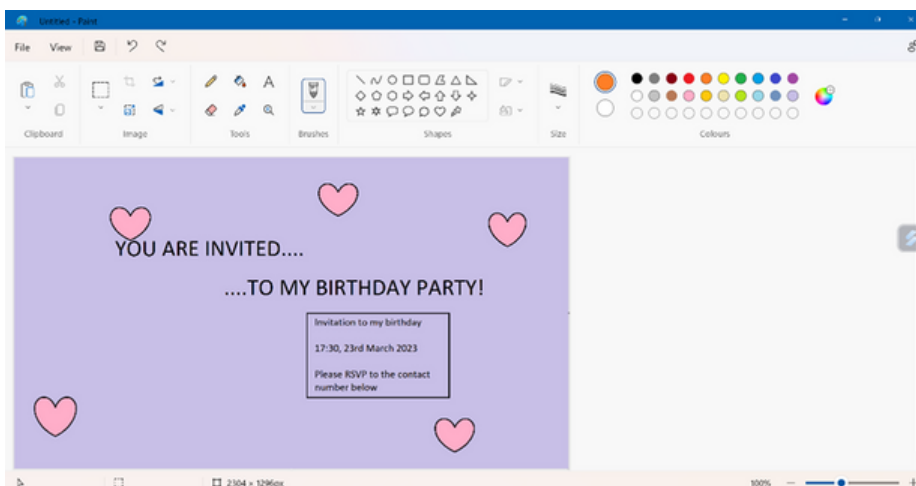
After opening the application, this window will pop up. It may look a little different depending on your computer software, device, and any updates.



Step 3

The taskbar contains tools to work with, such as brushes, shapes, colours, and a text box.

The rest is up to your imagination, your invitation can have any shape, colours, and the content is up to you.



MODULE 2.

WORD

We start with the module WORD - general information:

The presenter explains to the workshop participants what WORD is, how it works, explains definitions related to the topic. Then we move on to general information and show participants what a worksheet looks like. In connection with the presentation, we show in turn where the menu bar, the tools bar and the basic functions of the programme are located.

We ask questions such as:

- Do you know what WORD is?
- Do you know what it is used for in everyday life?
- How do you think everyone can use WORD?
- In which fields is WORD most commonly used?

The facilitator sums up the discussion.

We listen to the audience's answers, then summarise:

It is a program used to edit, format and create text. It is one of the most popular editors among users.

Applications that Word has in everyday life include:

- creating shopping lists,
- creating invitations,
- CVS,
- saving to-do lists,
- saving medical appointments,
- recording doctor's orders and dosage of medicines,
- saving recipes.

Part II – Module 2

Workshop part.

Depending on the level of the group, you can choose exercises for the basic group and the advanced group (marked with an asterisk) to do with the participants. It is also important to adapt the exercises to the size of the group and their level of advancement. The work should be done in subgroups or in pairs. This will allow participants to be more adventurous and open.

All worksheets and exercises are attached in PDF format for distribution to the group. Worksheet 2 and Exercise 2 (tasks for the advanced group) should be saved in advance on each participant's computer due to the specification of the exercises.



Worksheet 2

Change the Font of the text to Tw Cen MT, size 16, leading, 1.15.

The Podhale Shepherd Dog is a strongly built dog with a large body size. The weight of an adult dog of this breed averages around 65 kg, with a height at the withers of 65 to 70 cm. The weight of a properly built adult female is slightly less and varies between 45-55 kg. The bitch also has a slightly smaller height at the withers, which should be between 60 and 65 cm.

A characteristic feature of the Polish Shepherd Dog is also the pure white colour of its coat. Our native shepherd dog is only found in this colouring, which makes it look very distinctive. Small puppies look like big, plush mascots, but they hide a lot of energy.

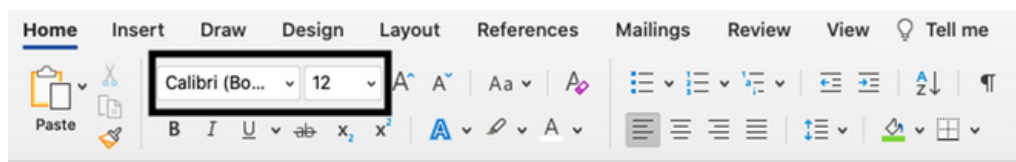
The breed standard indicates that the Polish Podhale Sheepdog has different coat lengths. The first layer is a dense, soft undercoat, which is lost mainly in spring and autumn. Our white dog also has what is known as a coat, which comes in different lengths. The shortest coat is found on the head, muzzle and the inside of the paws. A slightly longer white coat covers the neck and trunk. In these areas the coat can be slightly wavy, hard and very dense. The longest coat is found on the tail, forming a characteristic plume.

How to do it?

Step 1

Select all the text, then click the cursor on the name of the Font, and find the one you are looking for.

Click on this Font.

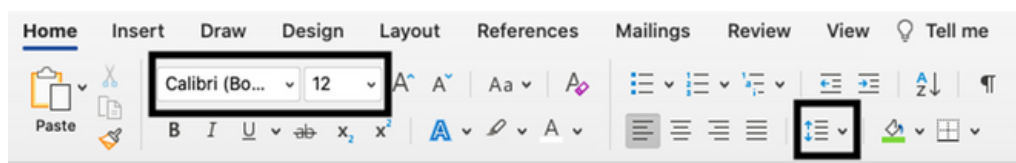


Step 2

Next to the Font is its size search for the desired size and then click on it.

Step 3

To change the interline, click on the interline icon and select the desired dimension.



Exercise 1



- Transcribe the following text into Word.
- Use font Tw Cen MT.
- Letter size should be 14.
- The text should be in italics.

„I showed my artwork to adults and asked if it scared them.

- Why would a hat be scary? - replied the adults.

My picture did not represent a hat. It was a boa constrictor snake consuming an elephant. I then drew a cross-section of the snake so that the adults could understand. They always need to be explained. My drawing number 2 was as follows:

The adults advised me to give up drawing closed snakes and open snakes and to get on with geography, history, arithmetic and grammar instead. Thus. At the age of six, I abandoned a brilliant career in painting. I was discouraged by the failure of drawing number 1 and number 2. Adults can never understand themselves. And children get very tired of having to explain things all the time. I had to choose another profession: I became a pilot. I flew all over the world and I must admit that my knowledge of geography came in very handy. I could tell the difference between China and Arizona at a glance. This knowledge is very useful, especially when you are wandering around at night.

My profession as a pilot gave me the opportunity to meet many serious people. I spent a lot of time with adults. I have observed them closely. But that did not change my opinion of them. When I met an adult who seemed a bit smarter to me, I would do an experiment on them with my number 1 drawing, which I carried with me all the time. I wanted to know if I was dealing with a genuinely bright person. But each time I was answered: - This is a hat. - So I didn't talk about boa constrictors, virgin forests or stars. I tried to be on the level of my interlocutor. I talked about bridge, golf, politics and ties. And the adult was pleased to have met such a sensible man.”

Excerpt from the book *The Little Prince* by Antoine de Saint Exupéry.

Worksheet 3

Add a header (containing the logo), footer (where the project title will be included) and page numbering.

Logo:



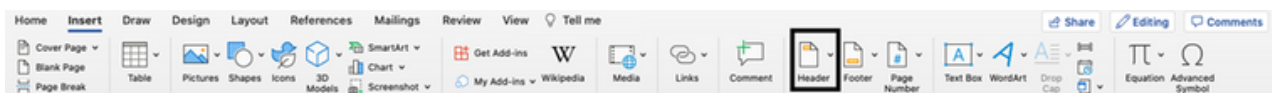
Project title: Basic information on text editing

How to do it?

Step 1

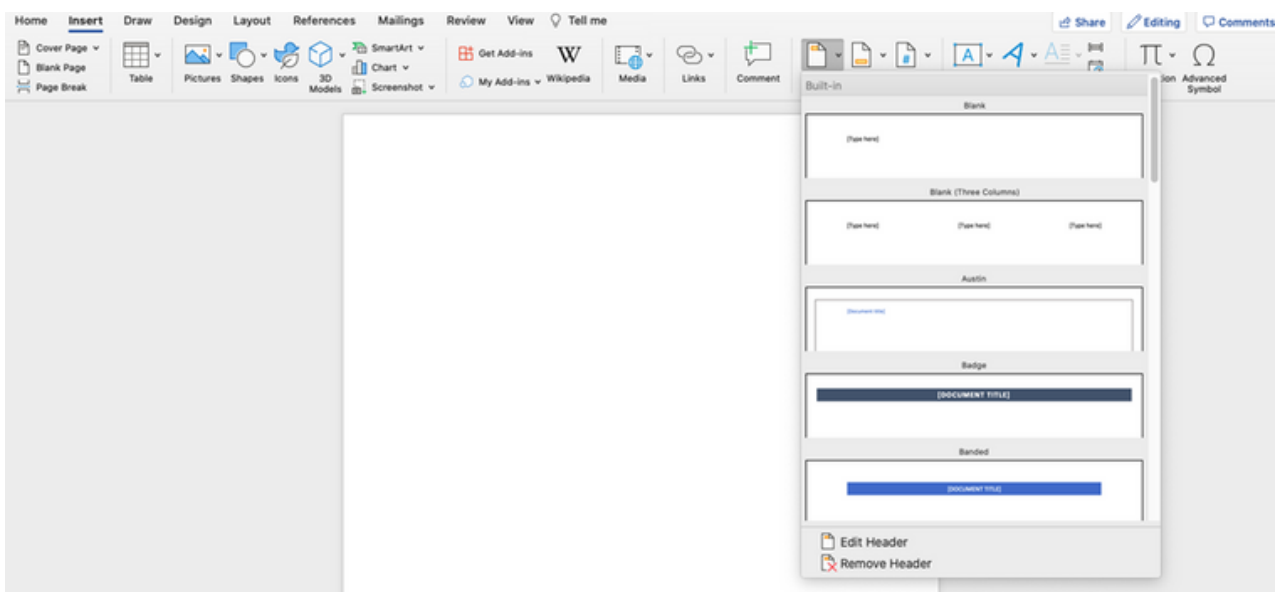
Click on the menu bar -> insert.

Then click on the heading.



Step 2

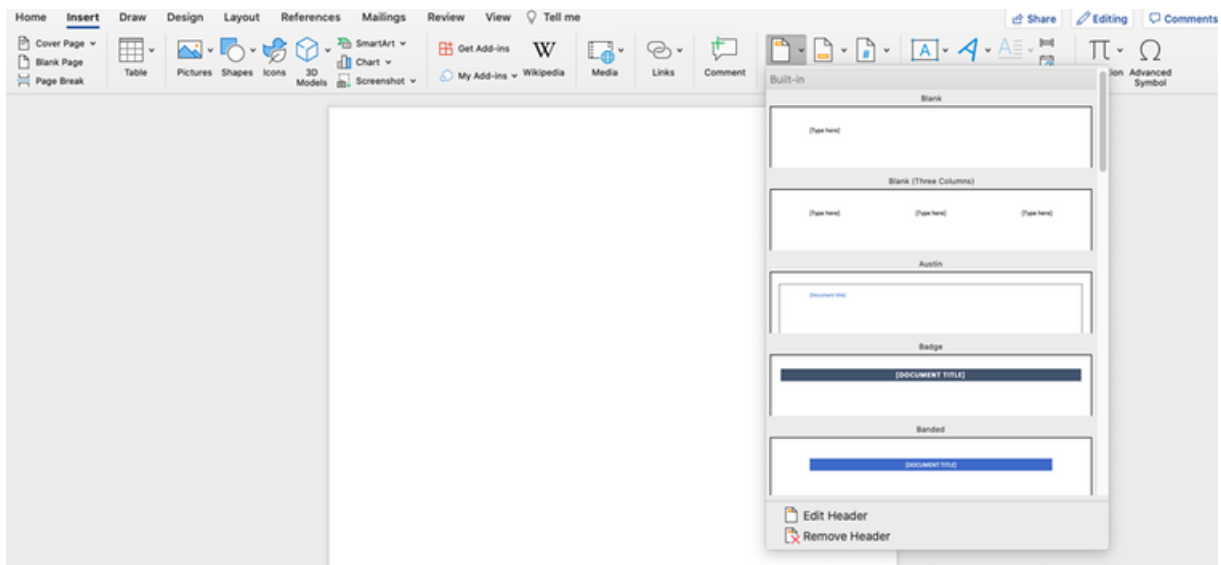
In the header section, select the format you like and then paste in your logo or text.



Worksheet 3

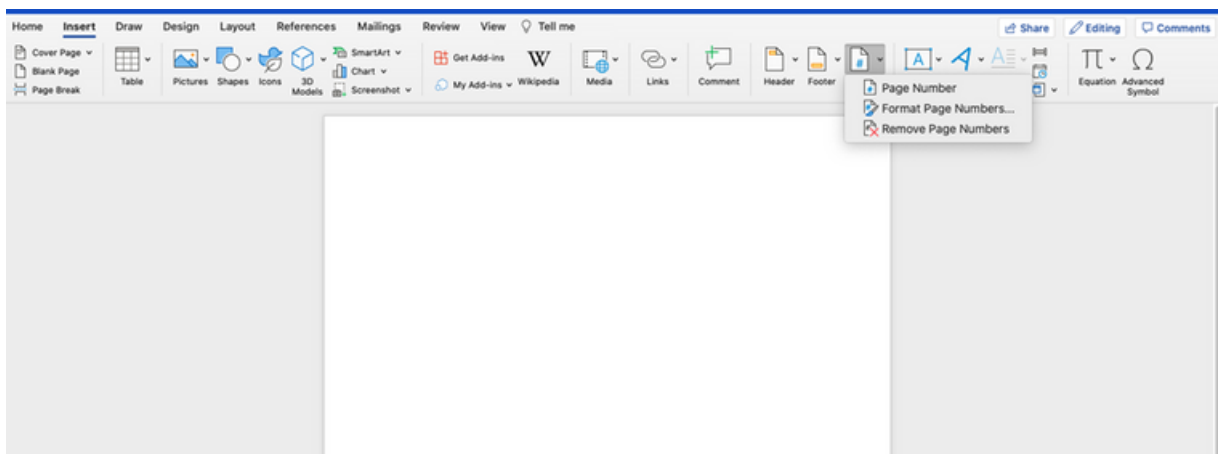
Step 3

An analogy is made with the insertion of the footer.



Step 4

To insert the page numbering, click Insert -> Page number



Exercise 2

Present the following data in the form of a table. The prices of the products in shop A and B.

Shop A

Potatoes - PLN 1.20/kg

Butter - 6.59 zł

Pasta - 2.79 zł

Carrot - 1.29 zł/kg

Parsley - 5.30 zł/kg

Bread - 4.67 zł

Shop B

Potatoes - 2.20 zł/kg

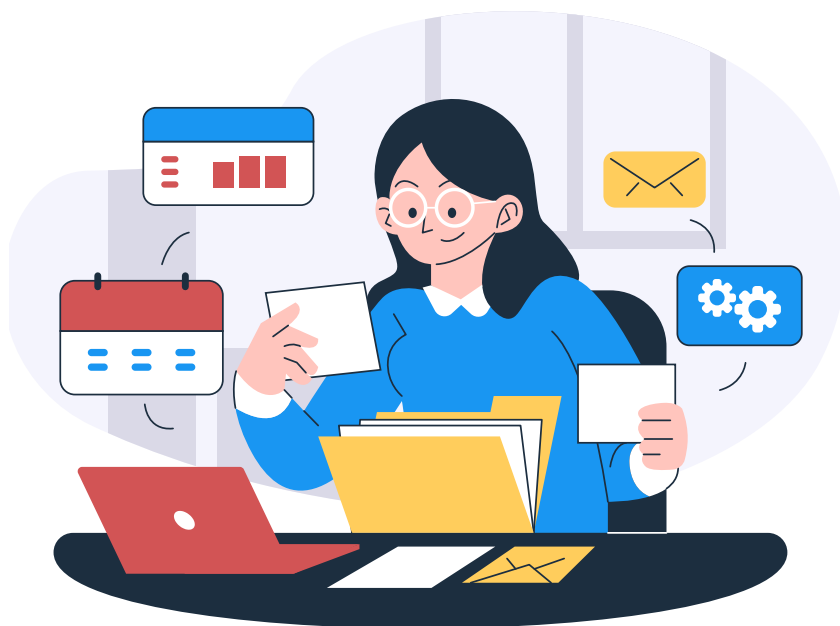
Butter - 4.59 zł

Pasta - 1.79 zł

Carrot - 1.99 zł/kg

Parsley - 3.30 zł/kg

Bread - 5.67 zł



Worksheet 4

Present the following data using SmartArt

THE MOST FAMOUS OPERA SINGERS IN THE WORLD

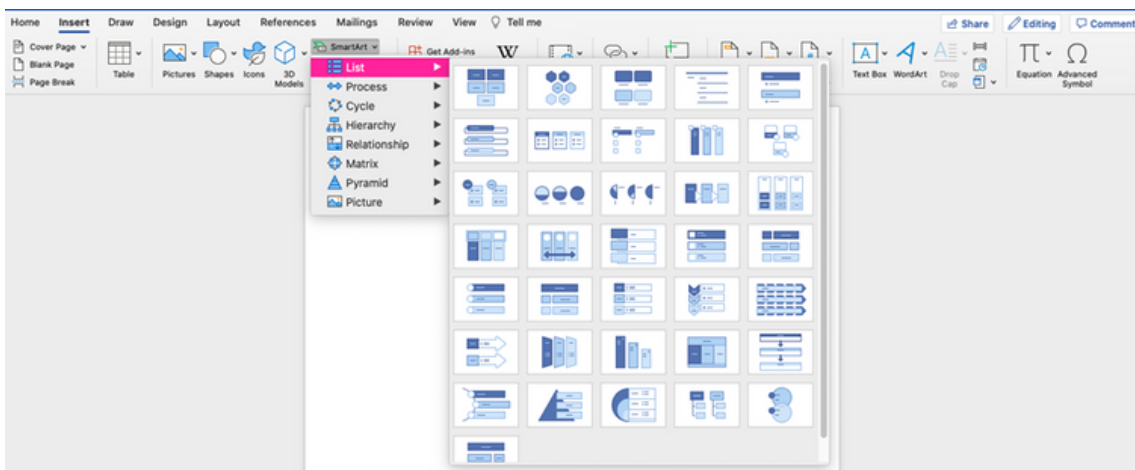
- Luciano Pavarotti
- Andrea Bocelli
- Placido Domingo
- Maria Callas
- Jose Carreras
- Enrico Caruso
- Joan Sutherland
- Jussi Björling
- Sarah Brightman

How to do it?

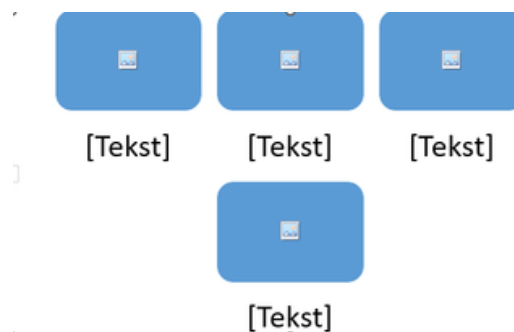
Step 1

Click on the menu bar -> Insert -> SmartArt

The following window will appear



We choose the SmartArt graphic we like, e.g. a basic block list.



We get the blocks as above, enter the desired text and we are done. We can choose any SmartArt.

Exercise 3

Present the following data (in relation to years) as a pie chart, bar chart and line graph.

Pobór wody na potrzeby gospodarki narodowej i ludności według źródeł poboru

Water withdrawal for needs of the national economy and population by sources of withdrawal

Wyszczególnienie Specification	2000	2005	2010	2015	2019	2020
	w hektometrach sześciennych in cubic hectometers					
Ogółem Total	11 048,5	10 940,3	10 866,4	10 502,6	9 253,6	8 666,3
Wody powierzchniowe Surface waters	9 150,6	9 205,7	9 172,6	8 770,2	7 439,9	6 900,8
Wody podziemne Underground waters	1 747,3	1 640,4	1 625,2	1 677,3	1 772,1	1 720,2
Wody z odwadniania zakładów górniczych oraz obiektów budowlanych (użyte do produkcji) Water from mine and building constructions drainage (used for production)	150,6	94,2	68,6	55,2	44,2	45,3

(Source: Central Statistical Office, Department of Spatial Research and Environment "Environmental Protection 2021", Warsaw 2021, p.55)



MODULE 3.

EXCEL

The next module is EXCEL:

The presenter explains to the workshop participants what EXCEL is, how it works, explains definitions related to the topic. He then moves on to background information and shows participants what a spreadsheet looks like, in combination with a presentation, showing in turn where the menu bar, the toolbar and the basic functions of the programme are located. In addition, we show participants the basic formulas to use for simple calculations.

We ask questions such as:

- Do you know what EXCEL is and what it is used for?
- Do you know what it is used for in everyday life?
- Do you know any formulas which we can use in a spreadsheet?
- In which fields is this program most commonly used?

The facilitator summarises the discussion.

Listen to the audience's answers, then summarise:

Excel is one of the more advanced tools that is used to extract the most important data from a large amount of information. In addition to its advanced capabilities, it can also be used for simple calculations and to decompose almost any information into graphs, functions or tables. Applications that Excel has in everyday life include:

- calculate bills,
- make a summary of daily/monthly expenses,
- calculate basic expenses, so you can see how much you can save,
- calculate the costs of a trip.

Module 3.

EXCEL

The basic formulas (operators) are:

Arithmetic operator	Meaning (example)
+ (plus sign)	Addition (3+3)
- (minus sign)	Subtraction (3-1) and negation (-1)
* (asterisk)	Multiplication (3*4)
/ (fractional dash)	Splitting (12/3)
% (percentage sign)	Percentage (20%)
^ (canopy)	Potentiation (3^4)

Comparison operator	Meaning (example)
= (equals sign)	Is equal to (A1=A2)
> (majority sign)	It is greater than (A1>A2)
< (minority sign)	It is less than (A1<A2)
>= (sign greater than or equal to)	is great or equal to (A1<=A2)
<= (sign less or equal)	Is less than or equal to (A1<=A2)
<> (sign of inequality)	is not equal (A1<>A2)

Part II – module 3

Workshop part.

Depending on the level of the group, you can choose exercises for the basic group and the advanced group (marked with an asterisk) to do with the participants. It is also important to adapt the exercises to the size of the group and their level of advancement. The work should be done in subgroups or in pairs. This will allow participants to be more adventurous and open.

All worksheets and exercises are included in PDF format for distribution to the group and should be saved in advance on each participant's computer due to the specification of the exercises.



Worksheet 5

Insert the following data into the table and calculate the rainfall totals for days one and two.

Day 1

Krakow - 200 mm

Warsaw - 15 mm

Lodz - 30 mm

Gdansk - 100 mm

Rzeszów - 63 mm

Katowice - 10 mm

Wrocław - 150 mm

Day 2

Kraków – 50 mm

Warszawa - 25 mm

Łódź – 300 mm

Gdańsk – 200 mm

Rzeszów – 30 mm

Katowice – 30 mm

Wrocław – 10 mm

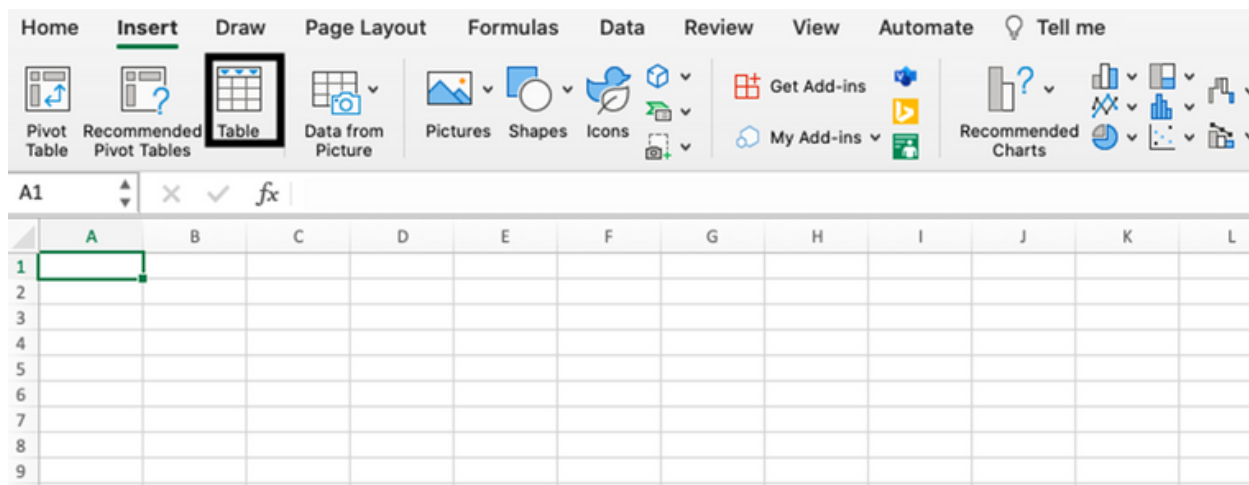
Worksheet 5

Insert the following data into the table and calculate the rainfall totals for days one and two.

How to do it?

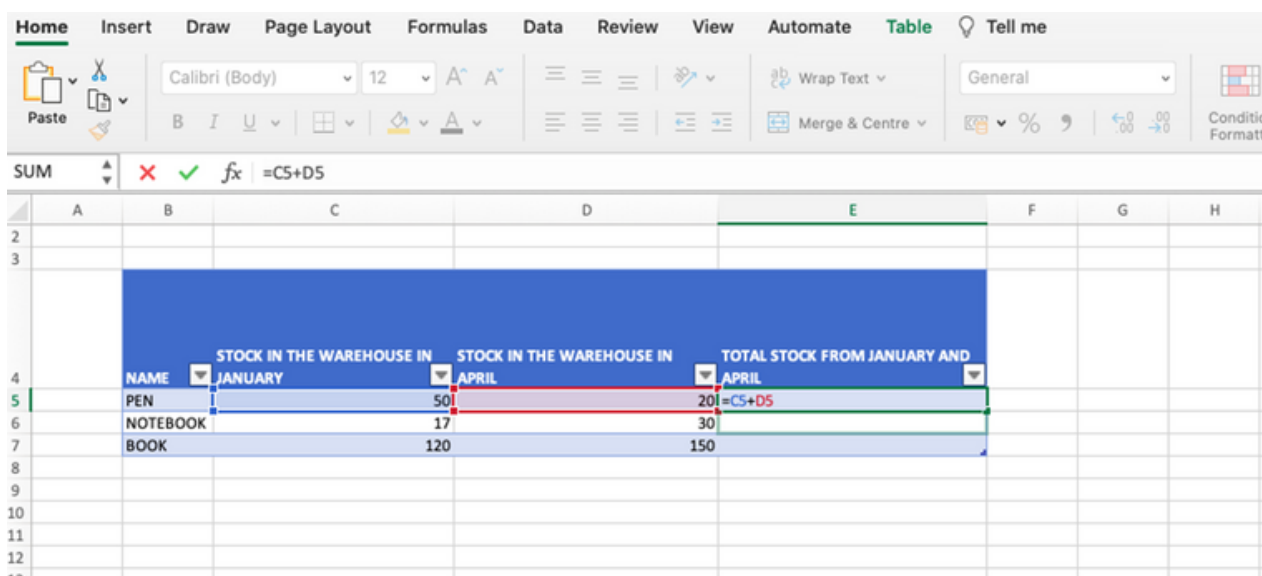
Step 1

Click on menu bar -> insert -> table



Then select the number of columns and click ok.

Table inserted, in the next step we enter the data and formulas. (Example below)



Worksheet 6

Using the data from the previous worksheet, calculate the average amount of rainfall.

Day 1

Krakow - 200 mm

Warsaw - 15 mm

Lodz - 30 mm

Gdansk - 100 mm

Rzeszów - 63 mm

Katowice - 10 mm

Wrocław - 150 mm

Day 2

Krakow - 50 mm

Warsaw - 25 mm

Lodz - 300 mm

Gdansk - 200 mm

Rzeszów - 30 mm

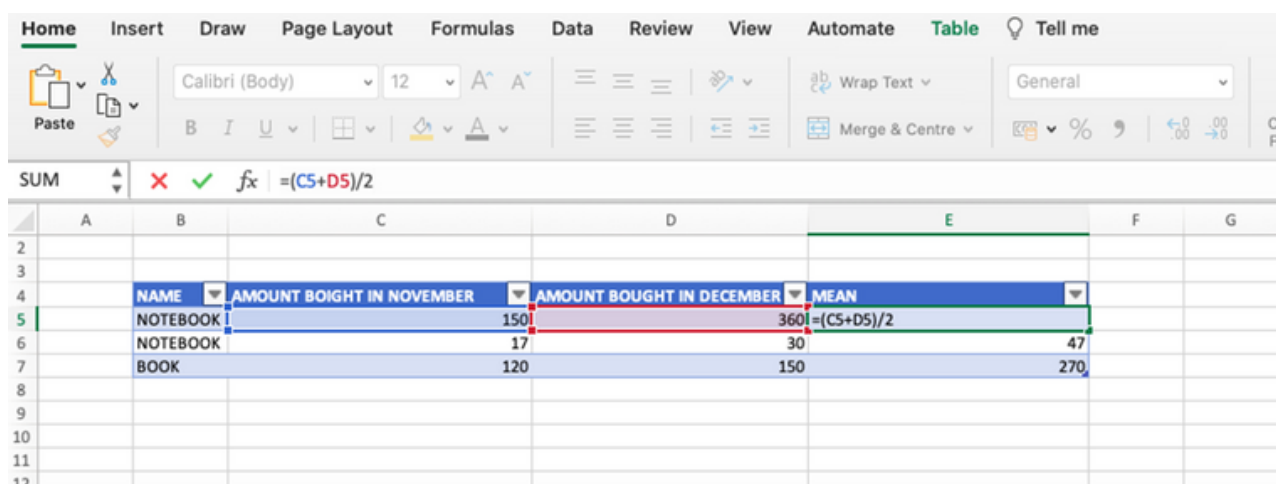
Katowice - 30 mm

Wrocław - 10 mm

How to do it?

Step 1

Enter the appropriate formula example below, repeat the action in each column.



	A	B	C	D	E	F	G
2							
3							
4		NAME	AMOUNT BOUGHT IN NOVEMBER	AMOUNT BOUGHT IN DECEMBER	MEAN		
5		NOTEBOOK	150	360	$=(C5+D5)/2$		
6		NOTEBOOK	17	30	47		
7		BOOK	120	150	270		
8							
9							
10							
11							
12							

Worksheet 7

Based on the data, calculate what salary each employee will receive if we add the annual bonus and deduct the tax due.

Payroll

	Basic salary	Bonus	Employee's salary with bonus	Tax payable	The salary the employee will receive
Jan Kowalski	5 500,00 zł	20,00%			
Alicja Malina	9 850,00 zł	11,00%			
Kacper Nowak	3 200,00 zł	15,00%			
Szymon Kowal	8 460,00 zł	34,00%			
Adrian Pilot	6 000,00 zł	30,00%			
Beata Kalina	3 687,00 zł	17,00%			
Robert Bobak	8 796,00 zł	10,00%			
Anna Kowalska	6 301,00 zł	5,00%			
Filip Cieśla	7 798,00 zł	26,00%			

Taxes 19%

How to do it?

Step 1

Copy the above data into a spreadsheet.

Step 2

To be able to calculate the employee's salary with the bonus we need to enter the formula below, in excel we can enter mathematical equations and it will calculate them for us.

To find out what the salary will be with the bonus received we first need to calculate how much x% (bonus) of the basic salary will be and then this amount will be added to the basic salary. (See example below remember to use brackets for larger calculations as in maths 😊)

Worksheet 7

Based on the data, calculate what salary each employee will receive if we add the annual bonus and deduct the tax due.

Home Insert Draw Page Layout Formulas Data Review View Automate Tell me							
Paste		Calibri (Body) 12	A ⁺ A ⁻	Wrap Text	General	Conditional Formatting	Format as Table
B I U				Merge & Centre		Cell Styles	Insert Delete Format
J6							
	A	B	C	D	E	F	G
1							
2							
3							
4		NAME	BASIC SALARY	BONUS	EMPLOYEE SALARY INCLUDING BONUSES	TAX	SALARY THE EMPLOYEE WILL RECIEVE
5		Jan Kowalski	5 500,00 zł		20.00% ((C5*D5)+C5)		
6		Alicja Malina	9 850,00 zł		11.00%		
7		Kacper Nowak	3 200,00 zł		15.00%		
8		Szymon Kowal	8 460,00 zł		34.00%		
9		Adrian Pilot	6 000,00 zł		30.00%		
10		Beata Kalina	3 687,00 zł		17.00%		
11		Robert Bobak	8 796,00 zł		10.00%		
12		Anna Kowalska	6 301,00 zł		5.00%		
13		Filip Cieśla	7 798,00 zł		26.00%		
14							
15							
16		TAX		19%			
17							
18							
19							
20							

Step 3

The next step is to calculate the tax due. For this we will need the previously calculated salary including bonus. From this amount we need to calculate x% tax.

Home Insert Draw Page Layout Formulas Data Review View Automate Tell me							
Paste		Calibri (Body) 12	A ⁺ A ⁻	Wrap Text	General	Conditional Formatting	Format as Table
B I U				Merge & Centre		Cell Styles	Insert Delete Format
SUM							
	A	B	C	D	E	F	G
1							
2							
3							
4		NAME	BASIC SALARY	BONUS	EMPLOYEE SALARY INCLUDING BONUSES	TAX	SALARY THE EMPLOYEE WILL RECIEVE
5		Jan Kowalski	5 500,00 zł		20.00%	6600	
6		Alicja Malina	9 850,00 zł		11.00%		
7		Kacper Nowak	3 200,00 zł		15.00%		
8		Szymon Kowal	8 460,00 zł		34.00%		
9		Adrian Pilot	6 000,00 zł		30.00%		
10		Beata Kalina	3 687,00 zł		17.00%		
11		Robert Bobak	8 796,00 zł		10.00%		
12		Anna Kowalska	6 301,00 zł		5.00%		
13		Filip Cieśla	7 798,00 zł		26.00%		
14							
15							
16		TAX		19%			
17							
18							
19							
20							

Worksheet 7

Na podstawie danych oblicz jaką pensję otrzymają poszczególni pracownicy, jeżeli doliczymy premię roczną i odprowadzimy należny podatek.

Step 4

The final step is to calculate the salary that the employee will receive in order to do this, tax must be deducted from the salary including the bonus. Then repeat the operation for each person.

Home Insert Draw Page Layout Formulas Data Review View Automate Tell me							
<div> <div>Calibri (Body) 12</div> <div> <div>B I U</div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div>Wrap Text</div> <div>General</div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> <div>Insert</div> <div>Delete</div> <div>Format</div> </div> </div>							
SUM fx =E5-F5							
	A	B	C	D	E	F	G
1							
2							
3							
4		NAME	BASIC SALARY	BONUS	EMPLOYEE SALARY INCLUDING BONUSES	TAX	SALARY THE EMPLOYEE WILL RECIEVE
5		Jan Kowalski	5 500,00 zł	20.00%		6600	=E5-F5
6		Alicja Malina	9 850,00 zł	11.00%			
7		Kacper Nowak	3 200,00 zł	15.00%			
8		Szymon Kowal	8 460,00 zł	34.00%			
9		Adrian Pilot	6 000,00 zł	30.00%			
10		Beata Kalina	3 687,00 zł	17.00%			
11		Robert Bobak	8 796,00 zł	10.00%			
12		Anna Kowalska	6 301,00 zł	5.00%			
13		Filip Cieśla	7 798,00 zł	26.00%			
14							
15							
16		TAX		19%			
17							
18							
19							
20							

End result:

Home Insert Draw Page Layout Formulas Data Review View Automate Tell me							
<div> <div>Calibri (Body) 12</div> <div> <div>B I U</div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div>Wrap Text</div> <div>General</div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> <div>Insert</div> <div>Delete</div> <div>Format</div> </div> </div>							
19 fx							
	A	B	C	D	E	F	G
1							
2							
3							
4		NAME	BASIC SALARY	BONUS	EMPLOYEE SALARY INCLUDING BONUSES	TAX	SALARY THE EMPLOYEE WILL RECIEVE
5		Jan Kowalski	5 500,00 zł	20.00%		6600	5346
6		Alicja Malina	9 850,00 zł	11.00%			0
7		Kacper Nowak	3 200,00 zł	15.00%			0
8		Szymon Kowal	8 460,00 zł	34.00%			0
9		Adrian Pilot	6 000,00 zł	30.00%			0
10		Beata Kalina	3 687,00 zł	17.00%			0
11		Robert Bobak	8 796,00 zł	10.00%			0
12		Anna Kowalska	6 301,00 zł	5.00%			0
13		Filip Cieśla	7 798,00 zł	26.00%			0
14							
15							
16		TAX		19%			
17							
18							

Worksheet 8

Using the data below, make a bar chart for day 1 and a pie chart for day 2.

Day 1

Krakow - 200 mm

Warsaw - 15 mm

Lodz - 30 mm

Gdansk - 100 mm

Rzeszów - 63 mm

Katowice - 10 mm

Wrocław - 150 mm

Day 2

Krakow - 50 mm

Warsaw - 25 mm

Lodz - 300 mm

Gdansk - 200 mm

Rzeszów - 30 mm

Katowice - 30 mm

Wrocław - 10 mm

How to do it?

Step 1

We enter the data and create the tables.

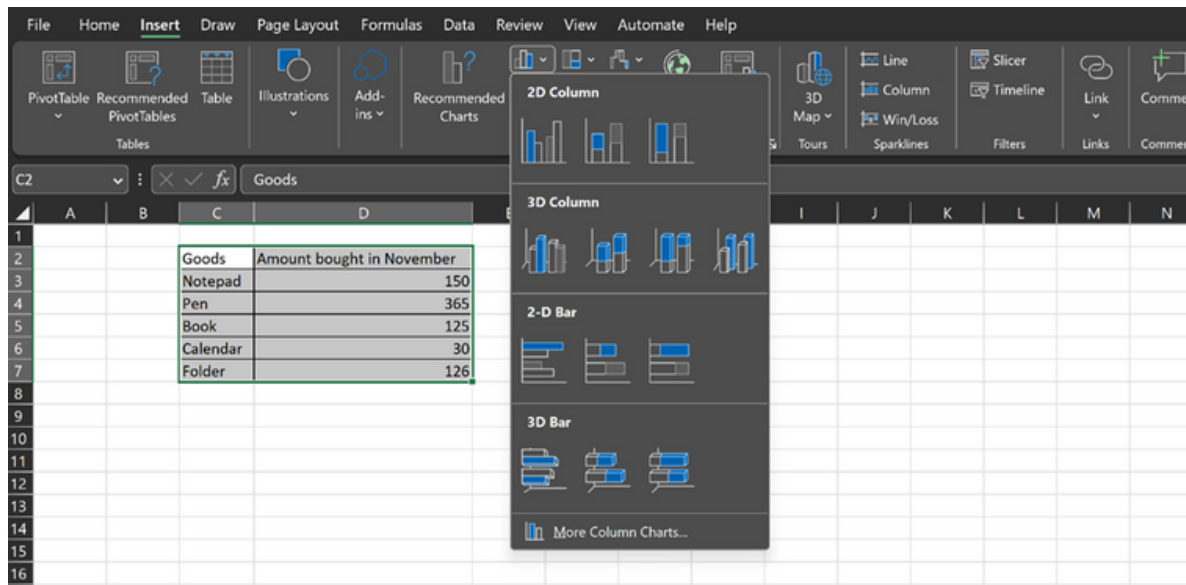
Step 2

Go to menu bar -> insert -> column/bar chart or other type as required.

Example below

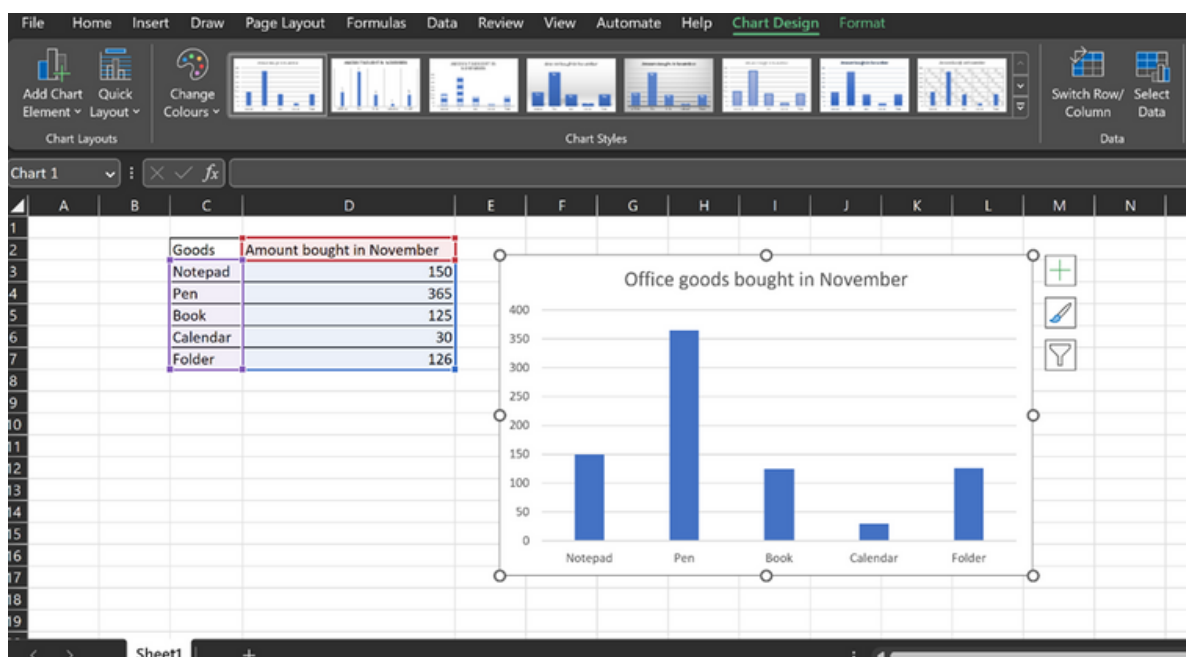
Worksheet 8

Using the data below, make a bar chart for day 1 and a pie chart for day 2.



Step 3

Once you have the chart, give it a title and you're done.



Exercises 4-8 are attached in excel format.

Worksheet 9

The shop XYZ sells items as shown in the table below. Initially, the prices of the goods were reduced by 30%, then further reduced by 10%. After two weeks, the prices of the goods were raised by 40%. By what amount has the price changed compared to the initial price? Give your answer as a percentage?

Item	Initial price
Blouse	100,00 zł
Dress	135,69 zł
Trousers	179,31 zł
T-shirt	19,99 zł
Tracksuit bottoms	89,00 zł
Jumper	169,00 zł
Sweatshirt	245,89 zł

Instructions

Step 1

Copy the above data into a spreadsheet or table.

Step 2

First, calculate how much the price of the product will be after the first percentage reduction

	B	C	D	E	F
1					
2	Prices of goods in shop XYZ				
3					
4		Original Price in PLN	Decrease of	Decrease of	Increase of
5			30%	10%	40%
6	Blouse	100	$=(C6-(C6*D5))$		
7	Dress	135.69			
8	Trousers	179.31			
9	T-shirt	19.99			
10	Tracksuit bottoms	89			
11	Jumper	169			
12	Sweatshirt	245.89			
13					
14					

Worksheet 9

The shop XYZ sells items as shown in the table below. Initially, the prices of the goods were reduced by 30%, then further reduced by 10%. After two weeks, the prices of the goods were raised by 40%. By what amount has the price changed compared to the initial price? Give your answer as a percentage?

We do the same for the next reduction, and finally the increase. (Remember the base price the price after the previous discount, not the original price)

SUM : =(D6-(D6*E5))					
	B	C	D	E	F
1					
2	Prices of goods in shop XYZ				
3					
4		Original Price in PLN	Decrease of	Decrease of	Increase of
5			30%	10%	40%
6	Blouse	100	70	=(D6-(D6*E5))	
7	Dress	135.69			
8	Trousers	179.31			
9	T-shirt	19.99			
10	Tracksuit bottoms	89			
11	Jumper	169			
12	Sweatshirt	245.89			
13					
14					

SUM : =(E6+(E6*F5))					
	B	C	D	E	F
1					
2	Prices of goods in shop XYZ				
3					
4		Original Price in PLN	Decrease of	Decrease of	Increase of
5			30%	10%	40%
6	Blouse	100	70	63	=(E6+(E6*F5))
7	Dress	135.69			
8	Trousers	179.31			
9	T-shirt	19.99			
10	Tracksuit bottoms	89			
11	Jumper	169			
12	Sweatshirt	245.89			
13					
14					

Worksheet 9

The shop XYZ sells items as shown in the table below. Initially, the prices of the goods were reduced by 30%, then further reduced by 10%. After two weeks, the prices of the goods were raised by 40%. By what amount has the price changed compared to the initial price? Give your answer as a percentage?

Step 3

The next step is to calculate the difference between the original price, and the price after all the promotions.

	C	D	E	F	G
1					
2	Shop XYZ				
3					
4	Original Price in PLN	Decrease of	Decrease of	Increase of	Difference in price
5		30%	10%	40%	
6	100	70	63	88 = C6-F6	
7	135.69				
8	179.31				
9	19.99				
10	89				
11	169				
12	245.89				
13					

Step 4

The final step is to calculate by what percentage the price of goods has changed. Note: it is not necessary to multiply the last column by 100 to get the result as a percentage, as it is indicated in the count format that the result should be in % (marked with an arrow).

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1															
2															
3															
4	Decrease of	Decrease of	Increase of	Difference in price	Percentage difference										
5	30%	10%	40%												
6	70	63	88.2	11.8	0.12										
7															
8															
9															
10															

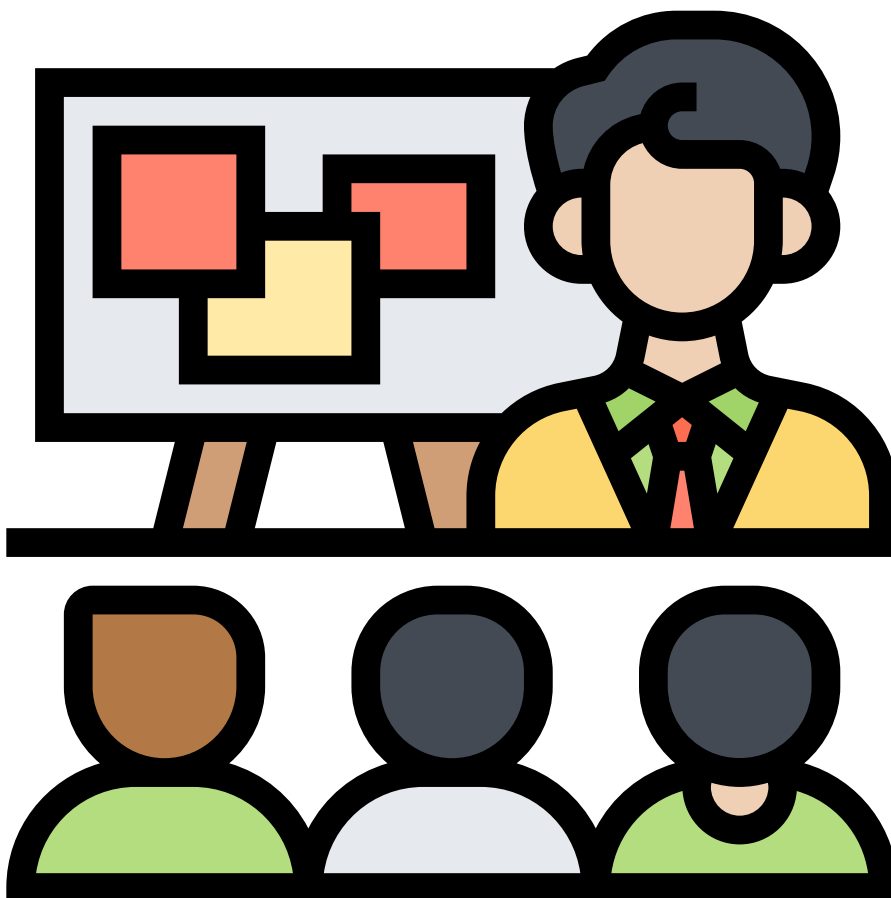
Exercises 5-9 are attached in excel format.

Part II – Module 4

Workshop part.

Workshop part – depending on the level of the group, you can choose exercises for the basic group and the advanced group (marked with an asterisk) to do with the participants. It is also important to adapt the exercises to the size of the group and their level of advancement. The work should be done in subgroups or in pairs. This will allow participants to be more adventurous and open.

All worksheets and exercises are included in PDF format for distribution to the group and should be saved in advance on each participant's computer due to the specification of the exercises.



Worksheet 10

Create a 3 - 5 slide presentation about your city.

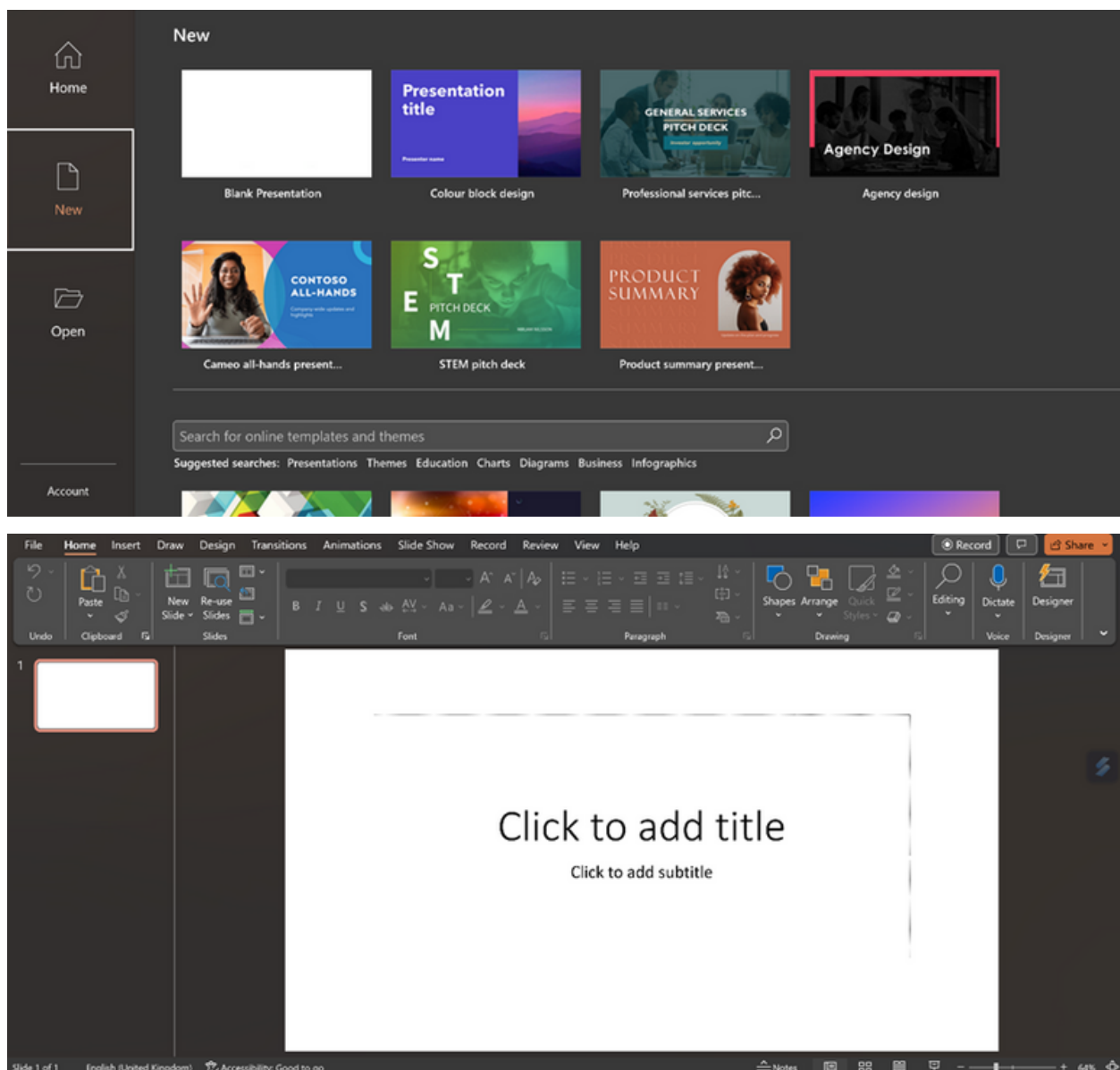
How do you do it?

Step 1

Open PowerPoint

Step 2

After opening the programme you get this view, this is the moment when you can choose one of the ready-made templates or select a blank presentation. In this exercise we will focus on an empty presentation. Click on the Blank Presentation window and you get this view.

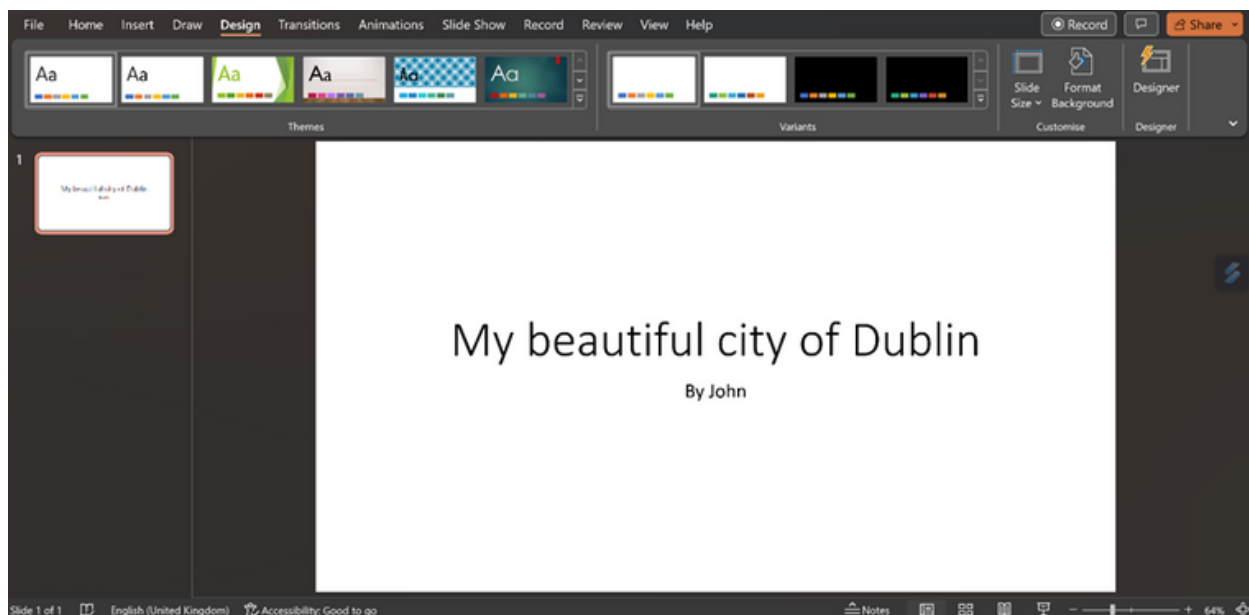


Worksheet 10

At this point, we are shown the title slide. We click on the largest box, enter the title of the presentation and all the information we want to include at the beginning of the presentation.

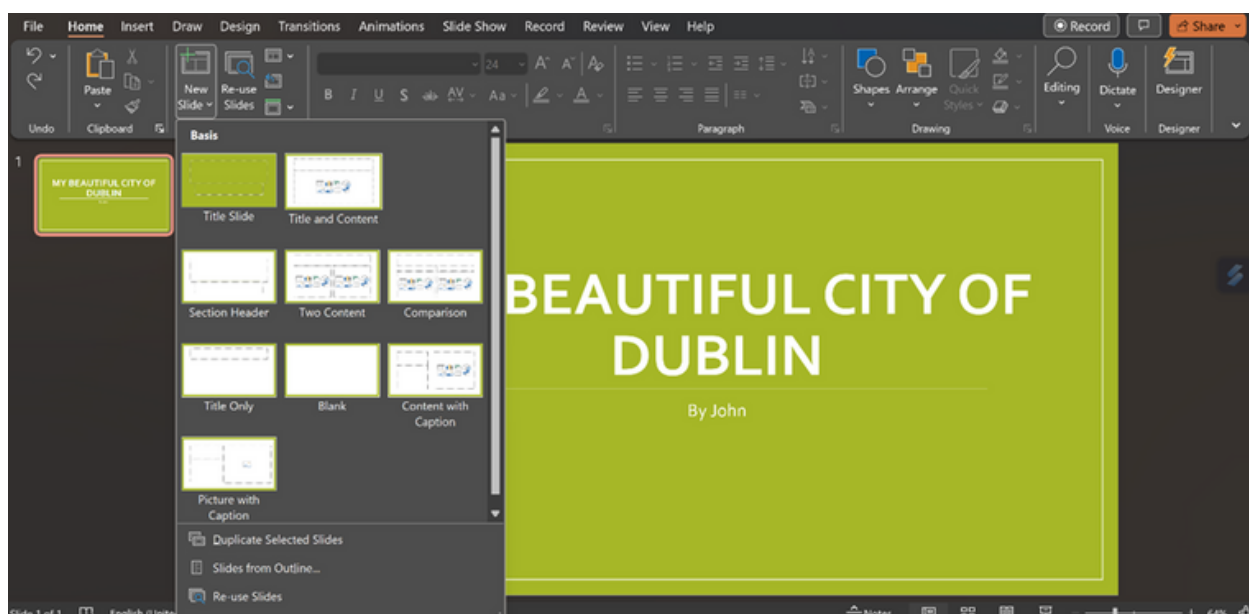
Step 2

Next, we go to the design tab on the menu bar and select a theme to match the presentation title.



Then on the menu bar choose Main tools -> new slide.

You will be presented with several options as to what the layout should be on the next slide, choose the one that is appropriate for the content you want to include on the next slide.



Worksheet 10

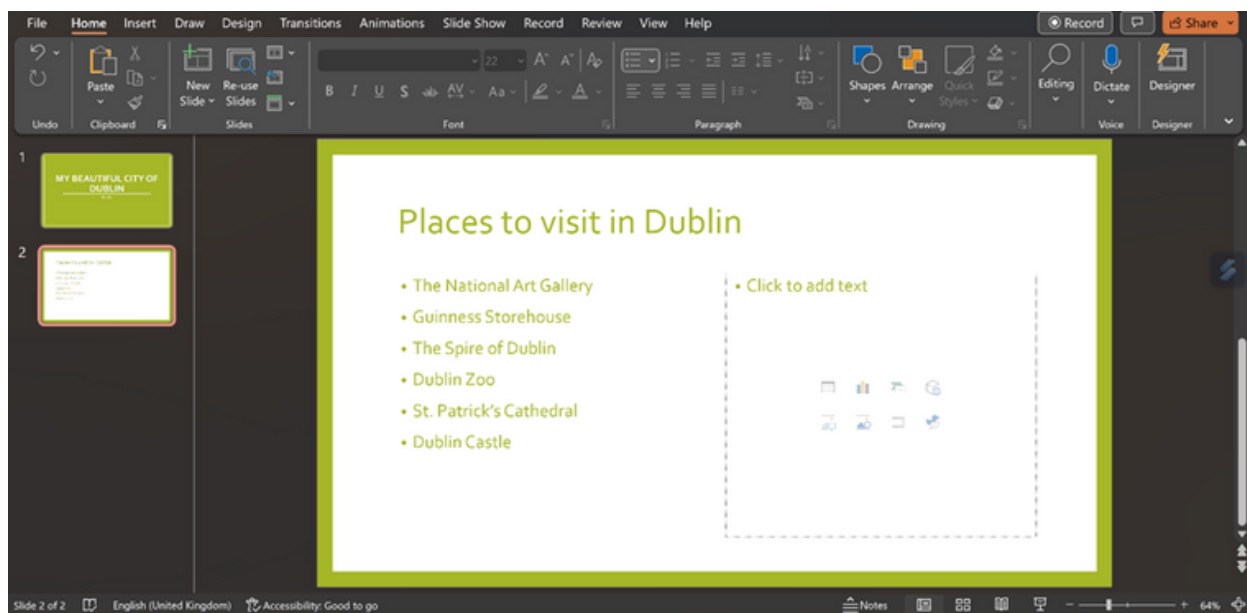
Step 3

In this case, we have chosen a format where we have a division of the page into two columns, in which case we can place text on one side and, for example, a photo on the other.

By clicking on the arrow, we can add a photo, table, video, graph, etc. to the page. With these we can make our presentation more attractive.

(When creating a presentation, remember that if you use a picture, film or other form taken from the Internet, you should include in the description below the source from which it was taken in order to avoid copyright theft).

Above on the toolbar we can also see all those options that we find in Word, i.e. type of Arbor, its size, interlines, paragraphs, etc.



Step 4

Repeat the process and create more slides and finally save your presentation. (Remember that each new slide may or may not have a different layout, by using different layouts you can make your presentation more attractive).

Exercise 9

Create a 3-6 slide presentation on a topic of your choice.

NOTES

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Worksheet 11

Create a quiz of about 10 slides on the knowledge of your city.

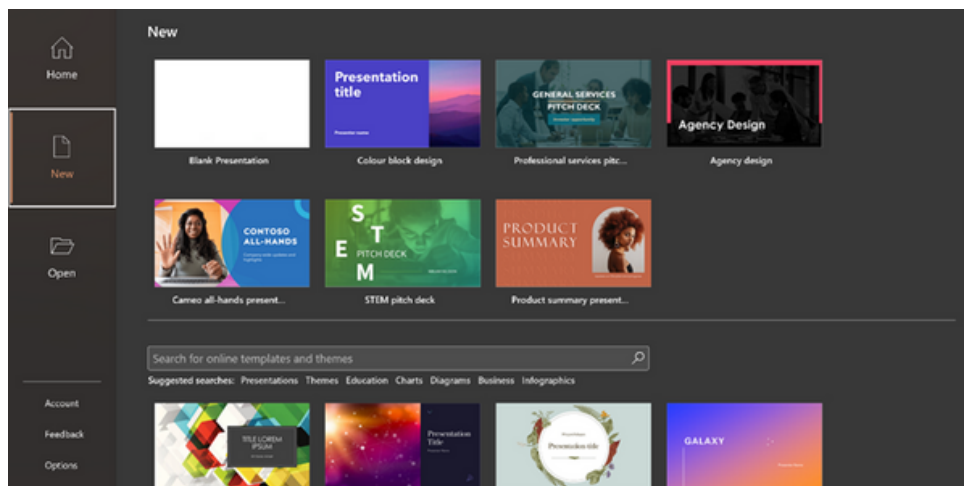
How to do it?

Step 1

Open your PowerPoint.

Step 2

After opening the programme, this is the moment when you can choose one of the ready-made templates or select a blank presentation.



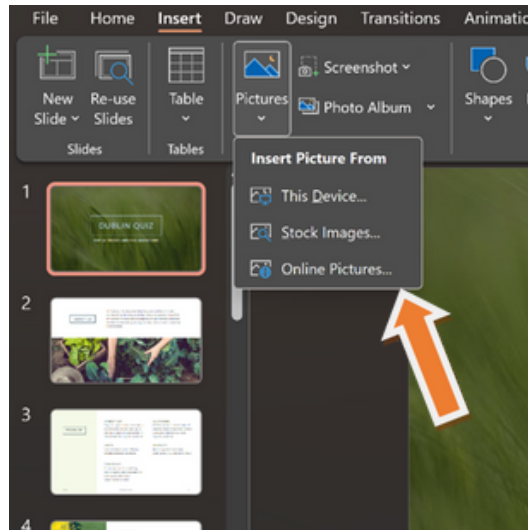
Step 3

First open a new slide, here type the title of our quiz. To make your quiz more interesting you can add a picture by clicking insert -> picture. At this point you can choose from the images available on your desktop.



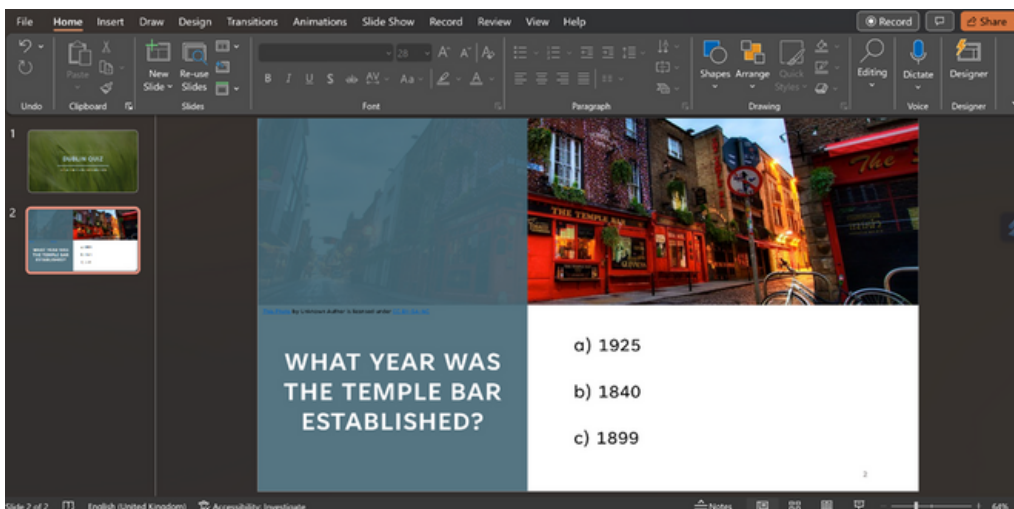
(Source: <https://www.ispring.pl/blog/tworzenie-testow-powerpoint> 13.01.2023)

Worksheet 11



Step 4

Click on a new slide, in the next slide create a question to be included in your quiz (the question should be in the title field), as with the title slide you can add a graphic, picture or animation to make your quiz more interesting.



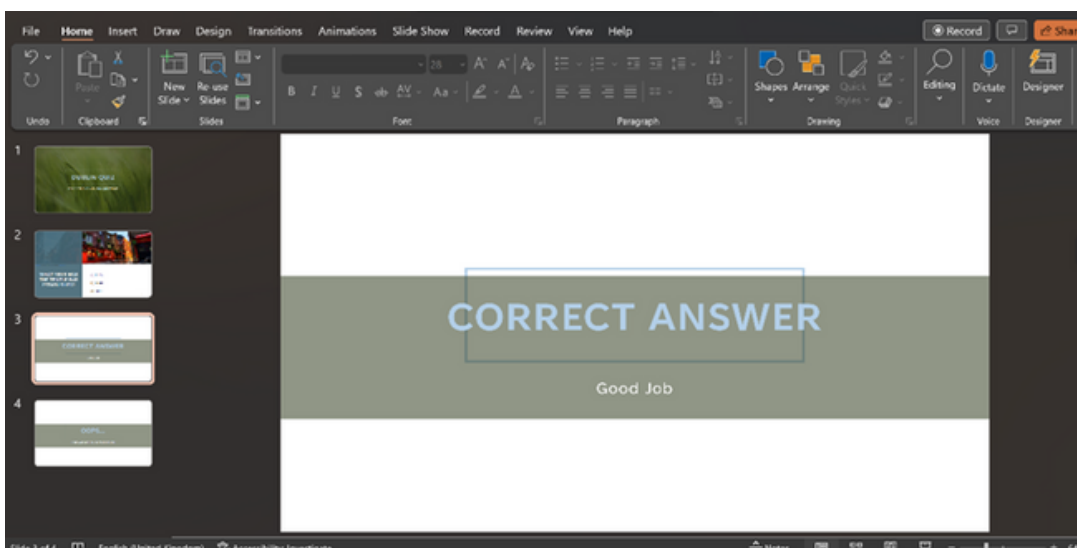
(Source: <https://www.ispring.pl/blog/tworzenie-testow-powerpoint> 13.01.2023)

If we choose to have a quiz with closed questions, ideally there should be one correct answer and the rest incorrect. To add answers to our quiz, click on insert in the menu bar and then click on the text box. Repeat for each answer. It is up to us how many answers are included in the quiz (there can be 2 or more). Repeat for each additional question.

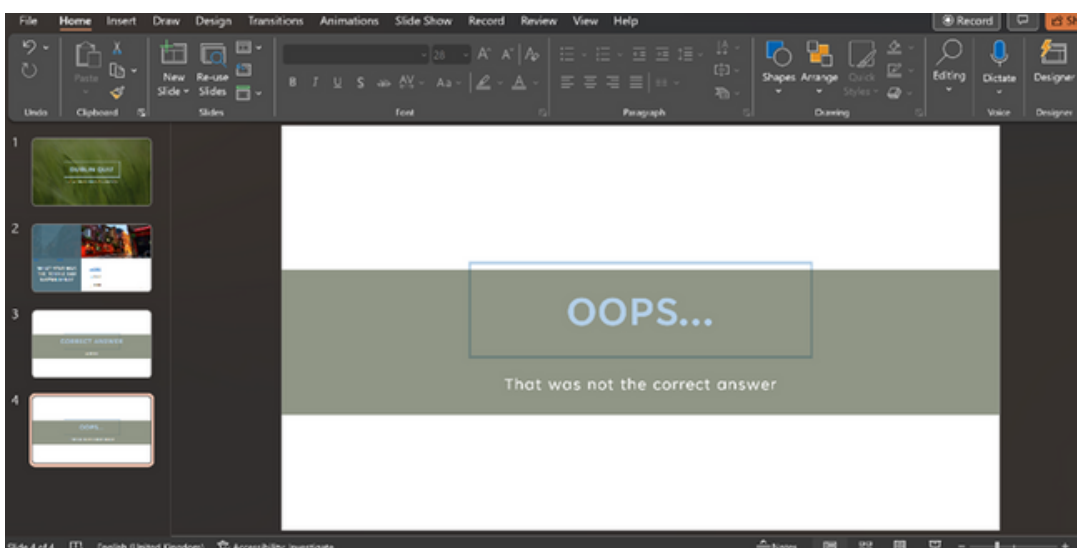
Worksheet 11

Step 5

The next step is to create two slides after each question, one which contains the correct answer, in the title of the slide we can put phrases such as **Correct answer**, **Good job**, etc. In the content field we can put some trivia related to the correct answer, it is not necessary, but it can encourage the participant to deepen their knowledge and motivate them to continue solving. The next slide should, like this one, contain information which should be displayed when an incorrect answer is given, e.g. **"Oops, failed this time, try again, unfortunately this answer is not correct"**. We can include information in the text box to give the participant the opportunity to answer the question again.



(Source: <https://www.ispring.pl/blog/tworzenie-testow-powerpoint> 13.01.2023)



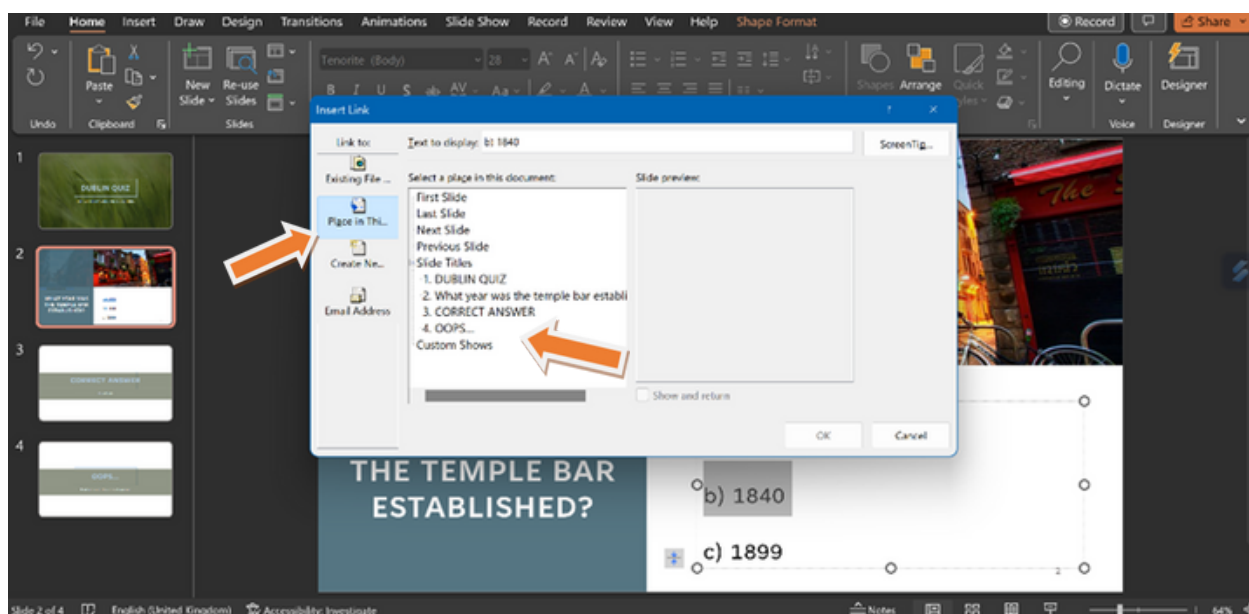
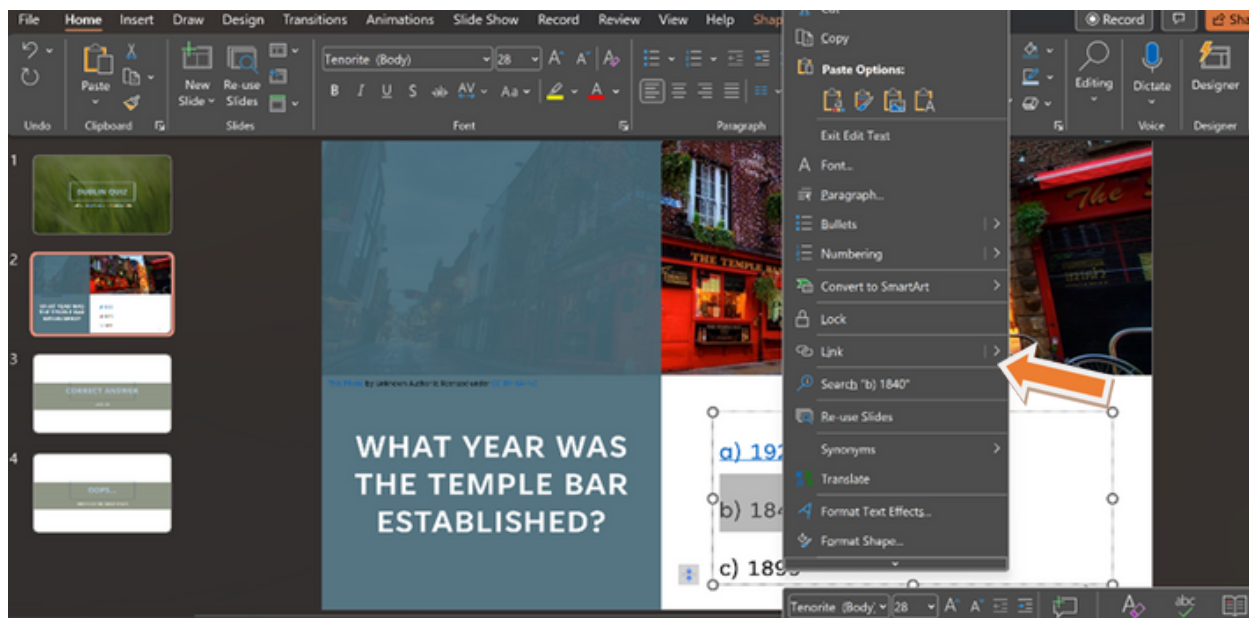
(Source: <https://www.ispring.pl/blog/tworzenie-testow-powerpoint> 13.01.2023)

Worksheet 11

Step 6

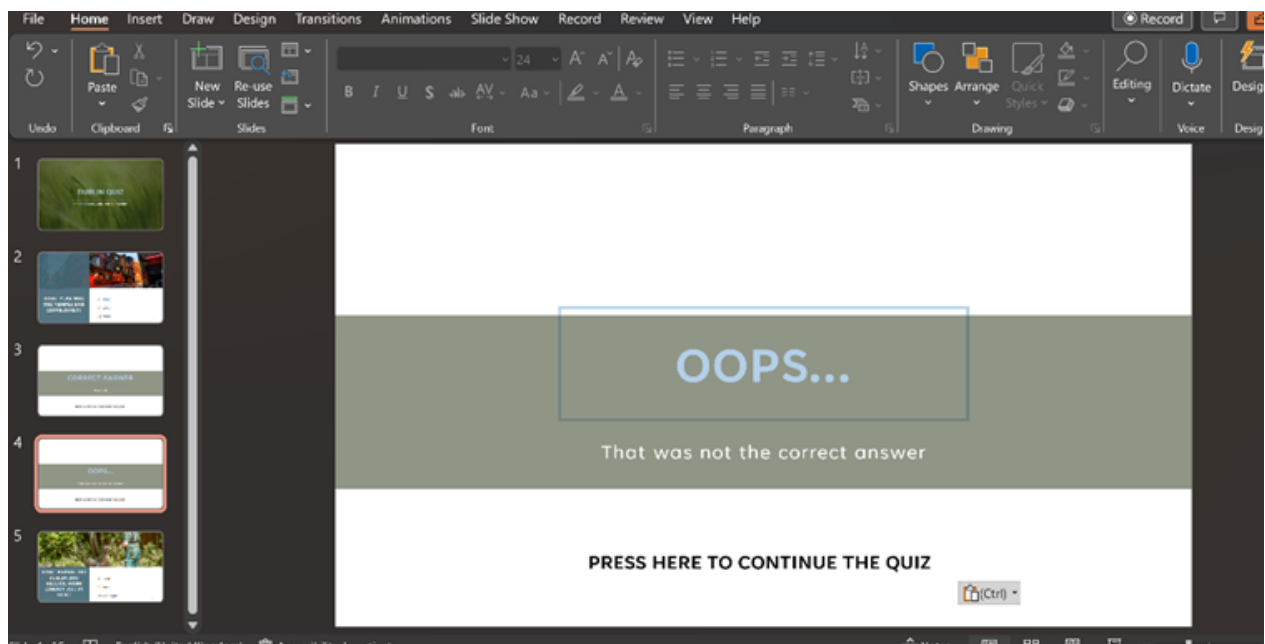
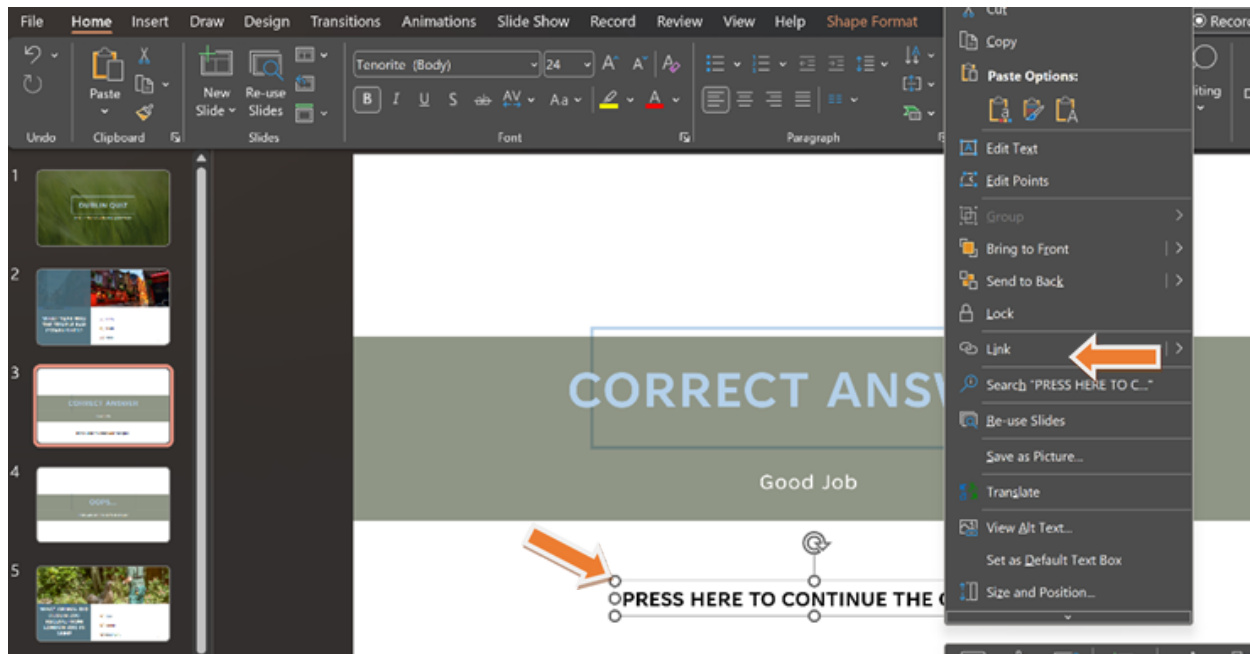
The final but most important step is where we give the navigation to the answer, so that participants can tell whether they have given a correct or incorrect answer.

1. Click in the text box of one of the answers or highlight the correct answer using your mouse.
2. Right click using your mouse (Alternatively, you may press Ctrl and K at the same time on your keyboard depending on your device)
3. Click 'Link'
4. A window should appear in which we select 'Place in this document' -> select the slide good answer or incorrect answer depending on the answer.

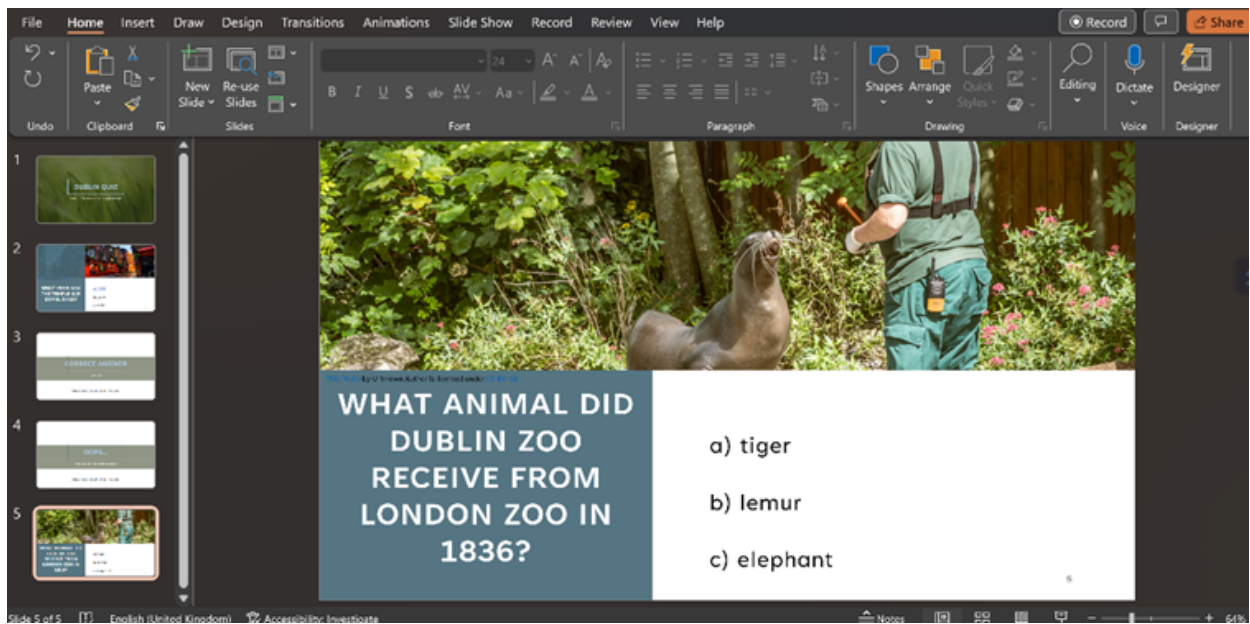


Worksheet 11

In order for us to move on to the next question after an answer, we need to establish navigation to the next question, i.e. we add a hyperlink to the text next question/continue quiz. This should be repeated for each question and each subsequent answer in the corresponding slide.



Worksheet 11



Exercise 10

Create a 3-6 slide presentation on a topic of your choice, design transitions, animations, insert images and a video, use one of the templates.

NOTES

[illegible]

IV END OF WORKSHOP (20 MIN.)

At the end of the workshop, the trainer should ask if there are any questions or concerns. It is worth asking the group:

- *What did you like best?*
- *What were the weaknesses of the workshop or what could be improved/changed/expanded?*
- *What surprised you most?*

Thank the group for their active participation in the workshop and invite them to fill in the evaluation questionnaire. At the end, hand out diplomas for participation in the workshop.



V EVALUATION QUESTIONNAIRE



DEAR PARTICIPANTS,
WE HOPE YOU FOUND THE WORKSHOP INTERESTING AND WERE ABLE TO LEARN A LOT OF INTERESTING THINGS. WE ARE KEEN TO RECEIVE FEEDBACK FROM YOU, SO WE WOULD BE VERY GRATEFUL IF YOU WOULD TAKE THE TIME TO COMPLETE THE SURVEY BELOW.

THE SURVEY IS ANONYMOUS AND WILL TAKE A FEW MINUTES. IT WILL ALLOW US TO OBTAIN AN ASSESSMENT, WHICH WILL ALLOW US TO IMPROVE OUR OFFER.

IN THE SURVEY, FOR EACH QUESTION, PLEASE INDICATE YOUR ATTITUDE/OPINION ON A SCALE FROM 1 TO 5 (WHERE 1 MEANS VERY LOW; 2 - LOW; 3 - SUFFICIENT; 4 - HIGH; 5 - VERY HIGH). FOR EACH QUESTION, PLEASE MARK ONLY ONE ANSWER ON THE SCALE.

WORKSHOPS:					
TRENER:					
Scoring	1	2	3	4	5
The trainer had good contact with the group (ease of communication)					
The preparation of the dishes was explained in an accessible and accurate manner.					
The classes were conducted with enthusiasm.					
I would be happy to participate a second time in a workshop led by this trainer					

Overall assessment of the training					
Scoring	1	2	3	4	5
The training programme was laid out in a coherent and logical manner.					
The workshop met my expectations in terms of the substantive content discussed.					
The knowledge gained from the workshop was interesting and new.					

Training materials					
Scoring	1	2	3	4	5
The presentation and materials at the workshop contained useful information.					
The materials were of good quality.					
The materials were consistent with the content of the workshop.					

WOULD YOU LIKE TO PARTICIPATE IN OTHER THEMATIC WORKSHOPS?

A) YES

B) NO

IF YES, PLEASE LIST THE TOPICS THAT WOULD BE OF INTEREST TO YOU.

.....

.....

.....

ADDITIONAL COMMENTS:

.....

.....

.....

THANK YOU FOR COMPLETING THE SURVEY!



Develop Your
Creativity

DIPLOMA

IT IS CONFIRMED THAT

.....
(FULL NAME)

TOOK PART IN THE WORKSHOP
"OPERATING SYSTEM - MS WINDOWS - BASIC
INFORMATION NEEDED TO WORK WITH THE SYSTEM"

DEVELOP YOUR CREATIVITY
ERASMUS PROJECT NO. 2020-1-PL01-KA227-ADU-095783

WORKSHOP FACILITATOR:

PLACE:

DATE:



Co-funded by
the European Union