



ACTIVATING WOMEN'S ENTREPRENEURIAL MINDSETS AND SOCIAL CHANGE THROUGH CREATIVITY AND CULTURE IN THE COVID-19 ERA

Intellectual Output 1 - A4: ENTREPRENEURIAL AND DIGITAL COMPETENCE FRAMEWORK



INSPIRE NGO

MODULE 1: Improving Microsoft Office programs' knowledge for businesses' basic actions

1. General description of the module

The most popular MS Office programs used for businesses' basic actions are Word, Excel and PowerPoint. To know how to use these 3 programs is considered nowadays as basic digital literacy. This module will provide guidance on how to create different kinds of basic business documents such as contracts, reports, data analyses, presentations etc. using MS programs.

Adults will learn how to:

1. **Create** standardised documents (contracts, offers, form letters, reports, etc.) with contemporary and attractive design using **MS Word**.
2. **Create** business budget, financial forecast, statistics, data analysis, etc. using **MS Excel**.
3. **Create** powerful presentations and slideshows with **MS PowerPoint**.
4. **Use MS Outlook** for their business communication.

2. List of Topics:

Topic 1: Using MS Word for basic business actions

Short description: The main goal of this topic is to provide guidance on how to create templates for basic types of business documents used in starting and operating small businesses.

Topic 2: Using MS Excel for basic business actions

Short description: A guide on how to use formulas, calculations, tables, data entries and analysis for small business needs.

Topic 3: Using MS PowerPoint for basic business actions

Short description: The main goal of this topic is to **provide guidance on how to create and structure impressive presentations and slideshows** for a company, product, idea, team etc.

Topic 4: Using MS Outlook for basic business actions

Short description: This topic will provide guidance on how to set a business e-mail, templates, signatures, answers, etc.



MODULE 1: Improving Microsoft Office programs' knowledge for businesses' basic actions

Topic 1 MS Word for basic business actions	Main Objectives:	KNOWLEDGE <i>(In the context of EQF, knowledge is described as theoretical and/or factual)</i>	SKILLS <i>(In the context of EQF, skills are described as practical)</i>	ATTITUDE <i>(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)</i>	Activities/Lesson Plan
	The main goal of this topic is to provide guidance on how to create templates for basic business documents types used in starting and operating small businesses.	<ol style="list-style-type: none"> 1. I understand the meaning and importance of creating and using professional looking business templates and documents. 2. I know the attributes of professional business documents for both internal and external purposes. 3. I know the formatting options of MS Word. 4. I understand the purpose and benefits of using tables, graphs and images in documents. 	<ol style="list-style-type: none"> 1. I know how to create professional looking business templates and documents. 2. I know how to create the attributes in a professional business document for both internal and external purposes. 3. I know how to use the formatting options of MS Word to create business documents. 4. I know how to create tables, insert graphs, images, objects in a business document. 	<ol style="list-style-type: none"> 1. I am able to create professional looking documents and templates such as contracts, offers, letters etc. for my business. 2. I am able to create different kinds of professional business documents for both internal and external purposes of my own business. 3. I am able to format and design professional documents according to my business needs. 4. I am able to insert and format tables, to insert and format graphs, and images in my business documents. 	<ol style="list-style-type: none"> 1. The importance of professional looking and well-structured documents and templates. Examples. 2. Types of business documents, attributes, formatting options. Practical examples and exercises. 3. Creation and formatting of tables, graphs, envelopes, forms. Practical examples and exercises.
Topic 2 MS Excel for basic business actions	The main goal of this topic is to provide understanding and guidance how to use formulas, calculations,	1. I understand the need of storage, organisation and analysis of data when leading an own business and how MS Excel works	<ol style="list-style-type: none"> 1. I know how to enter, organise and analyse data with MS Excel. 2. I know how to use MS Excel for basic accounting 	<ol style="list-style-type: none"> 1. I'm able to create, organize and analyse data for my business purposes. 2. I am able to lead my basic accounting and 	<ol style="list-style-type: none"> 1. The importance of organisation and analysis of data. 2. Data entries, calculations, formulas, cross

	tables, data entries and analysis for small business needs.	<p>for this purpose.</p> <ol style="list-style-type: none"> 2. I understand how basic accounting and budgeting operations can be performed using MS Excel. 3. I understand the meaning and use of charts and pivot tables. 4. I understand how MS Excel can help for organizing of administrative and managerial duties. 	<p>and budgeting operations.</p> <ol style="list-style-type: none"> 3. I can create cross and pivot tables and charts. 4. I can create different kind of spreadsheets for organizing of administrative and managerial duties. 	<p>budgeting operations using MS Excel.</p> <ol style="list-style-type: none"> 3. I'm able to create charts and different kind of tables and charts that fit to my business needs. 4. I am able to use MS Excel for the administrative and managerial needs of my business. 	<p>and pivot tables for basic business actions. Examples.</p>
Topic 3 MS PowerPoint for basic business actions	The main goal of this topic is to provide guidance on how to create and structure impressive presentations and slideshows for a company, product, idea, team etc.	<ol style="list-style-type: none"> 1. I understand the importance of a good visual presentation of a business, team, idea, product etc. 2. I know the basic types of slides – Title, Subtitle, Content etc. 3. I know the basic elements that can be included in a presentation – text, image, chart, colors, notes etc. 4. I understand the different types of presentations – static, dynamic with effects and sound, slideshow etc. 	<ol style="list-style-type: none"> 1. I know how to create a good visual presentation for different purposes 2. I know how to implement text formatting, images, charts, notes in presentations. 3. I know how to create different types of presentations using effects, sound, slideshow etc. 	<ol style="list-style-type: none"> 1. I am able to create good visual presentation of my company's mission and vision, my team, products, new ideas. 2. I am able to choose the appropriate colors, images and other elements for the needs of my presentations. 3. I am able to create attractive dynamic presentations and slideshows. 	<ol style="list-style-type: none"> 1. The importance of good visual presentation for different business purposes. Examples. 2. Basic elements of a good professional presentation. 3. Step-by-step tutorial for creating an attractive business presentation.

Topic 4 MS Outlook for basic business actions	This topic will provide guidance on how to set a business e-mail, templates, signatures, answers etc.	<ol style="list-style-type: none"> 1. I understand the importance of professional looking and structured e-mails. 2. I understand how to set up a professional e-mail account. 3. I know the basic options of MS Outlook. 	<ol style="list-style-type: none"> 1. I know how to create professional looking and structured e-mails. 2. I know how to set up professional e-mail accounts for different purposes. 3. I know how to use the basic options of MS Outlook 	<ol style="list-style-type: none"> 1. I am able to lead professional e-mail communication using MS Outlook. 2. I am able to set up professional e-mail accounts for different purposes – managerial, sales, promotional etc. 	<ol style="list-style-type: none"> 1. The importance of professional looking and structured e-mails. Examples. 2. Step-by-step tutorial on setting up an e-mail account using MS Outlook. 3. MS Outlook options for business purposes.
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