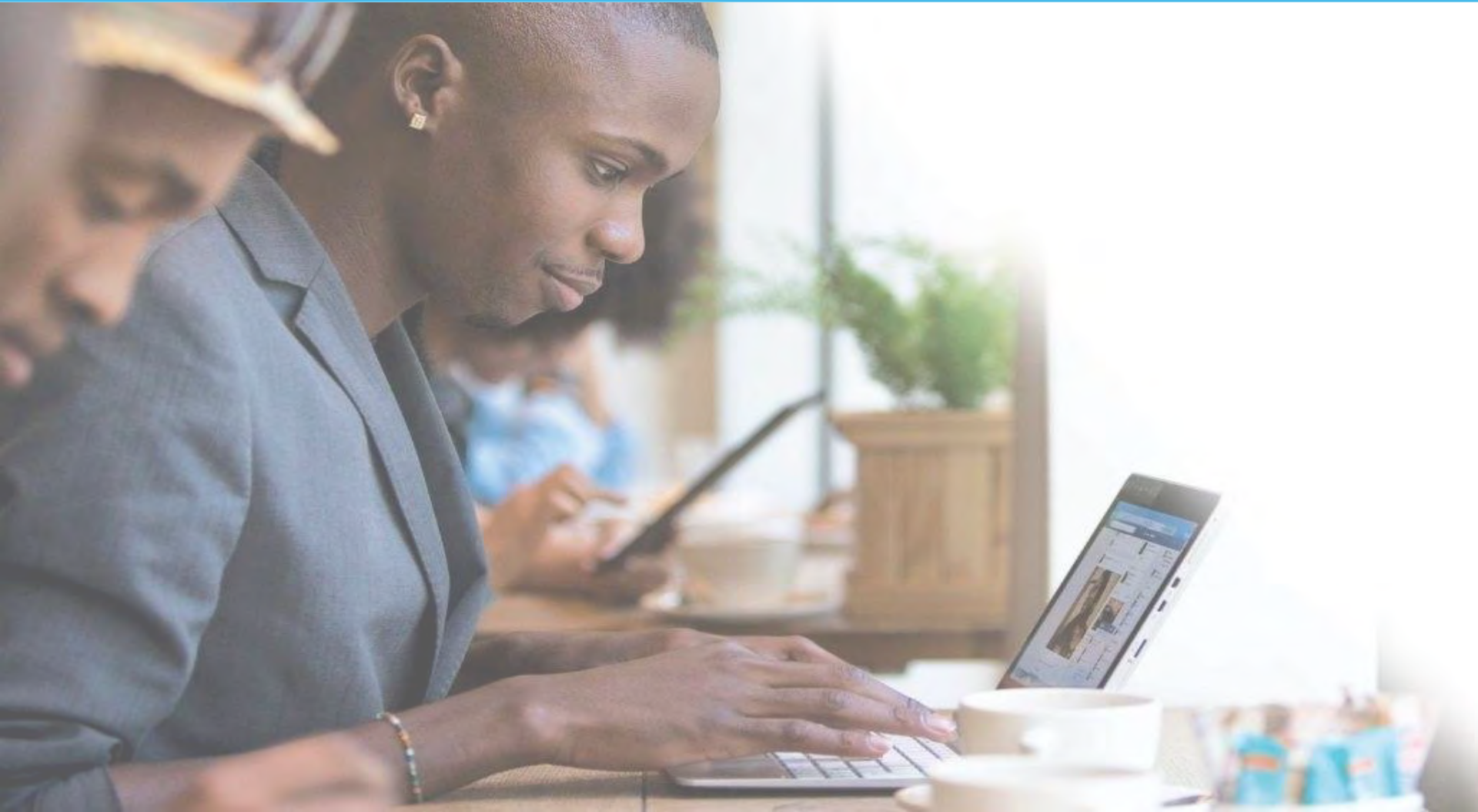


IIV-2016 Boot Camp
ITU-IIV 윤단비 이진희 황지연

ICT Training Toolkit Workshop





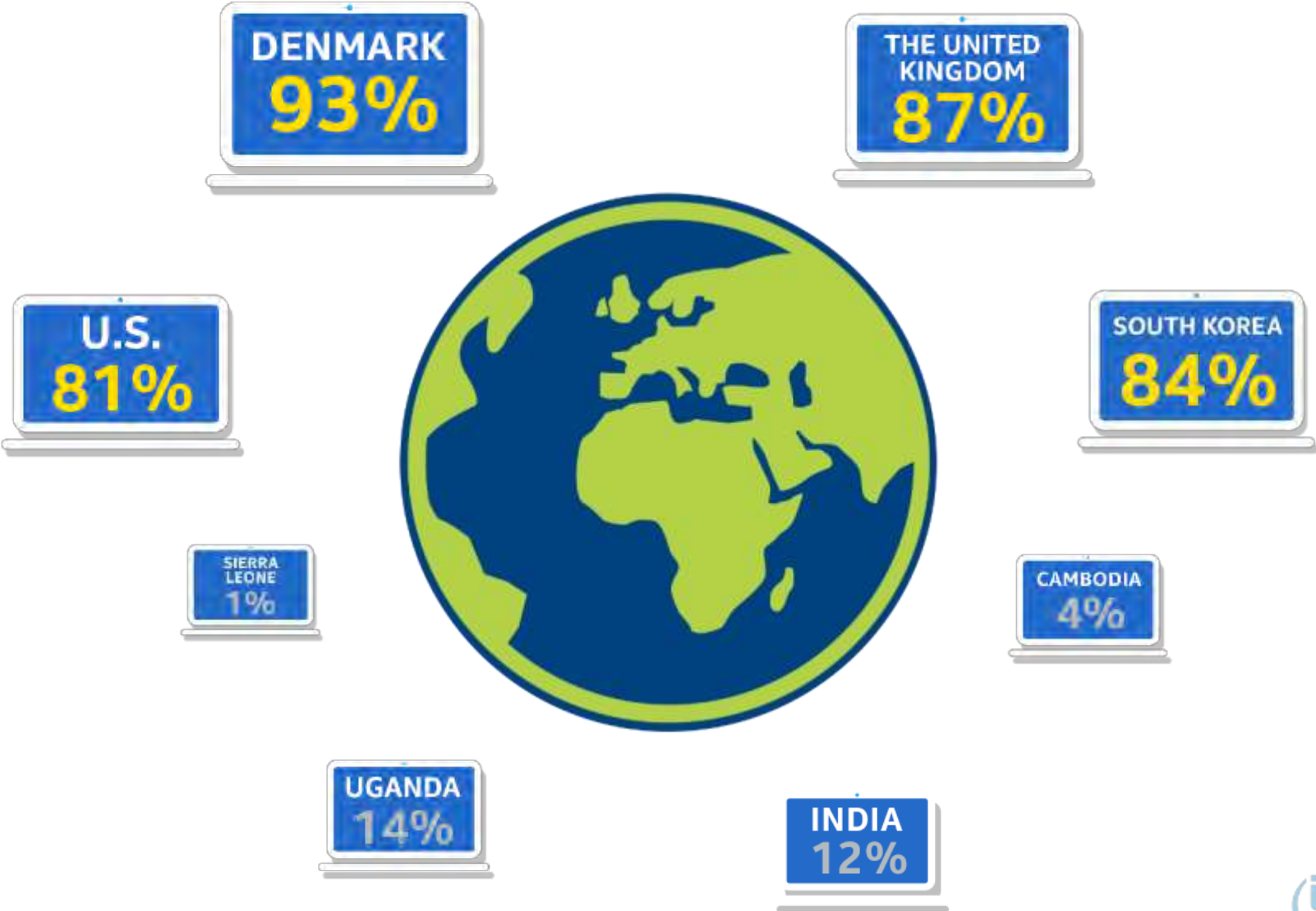
비전 행동 기적



01 Introduction of Intel Easy Steps

01 Introduction of Intel Easy Steps

Introduction



Intel Easy Steps



Introduction



무료로 전 강의를 수강 가능



인터넷이 연결된 어느 장소에서 사용 가능

- > Online Course
- > Facebook Course



남녀노소 제약 없이 수강 가능

02 Online Course Simulation



<https://easystepsonline.intel.com>

02 Online Course Simulation

Introduction

Intel® Learn: Easy Steps—Digital Literacy for the Digital Age

Learn the basic steps of how to use a computer in your everyday life — at work, school, or home — in this free, online course.



New to Easy Steps?

You will need an email address to sign up

[I have an email address →](#)

[Learn how to get email →](#)

Returning to Easy Steps?

[Forgot User Name or Password](#)

[Log in](#)

[> Learn more about the modules](#)

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LEARN

TRY

Activity: Signing Up For Email

Learn how to

**Create a Google
Email Account**

02 Online Course Simulation

Introduction

In Modules 1-7 of this course, learn the basics of computers and the Internet. Click on a module to begin and the gold stars will keep track of your progress.



Module 1: Introducing Computers and Operating Systems

[Learn More](#)



Module 2: Introducing the Internet

[Learn More](#)



Module 3: Introducing Word Processing

[Learn More](#)



Module 4: Introducing Spreadsheets

[Learn More](#)



Module 5: Introducing Multimedia

[Learn More](#)



Module 6: Connecting with Family and Friends

[Learn More](#)



Module 7: Protecting Yourself Online

[Learn More](#)




 Started Module

 Completed Module

Connecting with Family and Friends



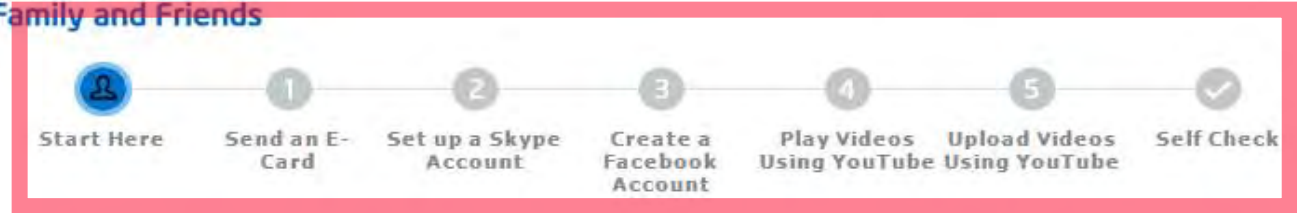
The screenshot displays a vertical list of four course modules. Each module entry consists of a green square icon, a title, and a 'Learn More' link. The third module, 'Module 6: Connecting with Family and Friends', is highlighted with a red rectangular border. To the right of the second and third modules, there is a small yellow star icon.

-  **Module 4: Introducing Spreadsheets**
[Learn More](#)
-  **Module 5: Introducing Multimedia**
[Learn More](#) 
-  **Module 6: Connecting with Family and Friends**
[Learn More](#) 
-  **Module 7: Protecting Yourself Online**
[Learn More](#)

02 Online Course Simulation

Connecting with Family and Friends

Module 6: Connecting with Family and Friends



I would love to learn more about how to keep in touch with family online.

Start Here

Module 6: Connecting with Family and Friends

02 Online Course Simulation

Connecting with Family and Friends

LEARN TRY

Skype - Free internet calls and online cheap calls to phones and mobiles

Skype - Free internet calls and ... x Inbox - easy.steps.demo@gmail... x

www.skype.com/ Google

skype Explore Prices Downloads Support Sign in Join us

Get together on a free group video call.

Join Skype →

Want to know more?
[Learn about Skype](#)

Group video calling Learn the essentials

LEARN

TRY

Activity 1: Send an E-Card

Think of an event or occasion for which you might want to send an e-card, or try recreating the e-card from the video by following the steps below.

FOLLOW THESE STEPS

1. Select an ecard service (or use JustWink.com).
2. Browse and select the ecard that meets your needs.
3. Personalize and preview your e-card.
4. Send your e-card.

If you need help, watch the video again or explore the [Intel® Education Help Guide](#)

SELF CHECK

Check what you've learned in this module

Answer a few multiple choice questions, check off which skills you gained, and then share your thoughts. Your responses will be collected and added to your Journal so that you may track your learning.

Question 1

Your mother's birthday is next week and you want to send her an e-card. Which of the following statements best describes you?

I am comfortable using the JustWink site demonstrated in the e-card activity.

I am comfortable searching for free e-card services online.

I am still not sure how to send an e-card.




Excellent! JustWink is a wonderful free service for sending electronic cards!



Next

02 Online Course Simulation

Introducing Multimedia



The image shows a vertical list of course modules. Each module entry consists of a green square icon, a title, and a 'Learn More' link. The second entry, 'Module 5: Introducing Multimedia', is highlighted with a red rectangular border. To the right of the title for Module 5 and Module 6 is a small yellow star icon.

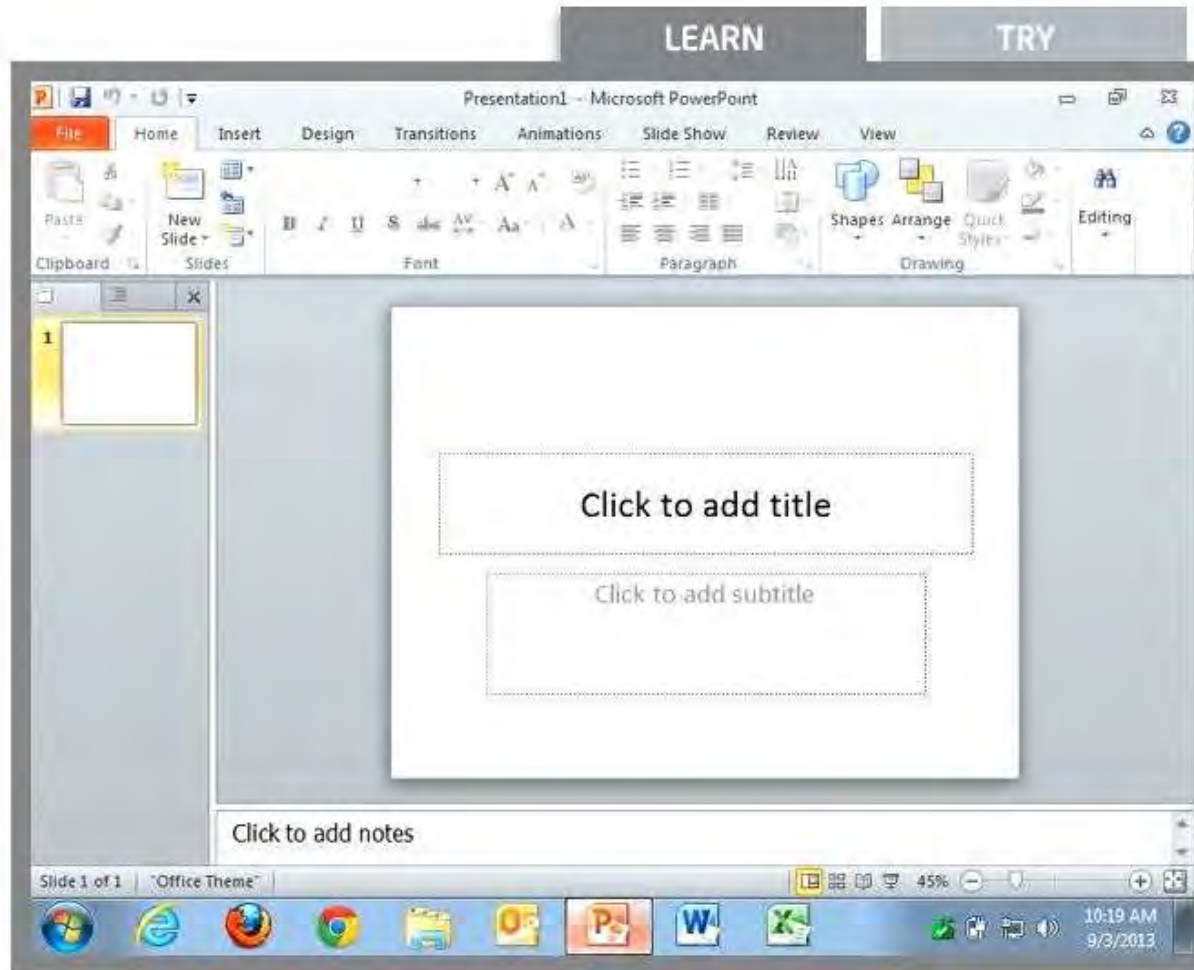
-  **Module 4: Introducing Spreadsheets**
[Learn More](#)
-  **Module 5: Introducing Multimedia** 
[Learn More](#)
-  **Module 6: Connecting with Family and Friends** 
[Learn More](#)
-  **Module 7: Protecting Yourself Online**
[Learn More](#)

Start Here

Module 5: Introducing Multimedia

02 Online Course Simulation

Introducing Multimedia



03 Facebook Course Simulation

https://www.facebook.com/IntelPhilippines/app_387209618004504



Introduction



INTEL[®] EASY STEPS

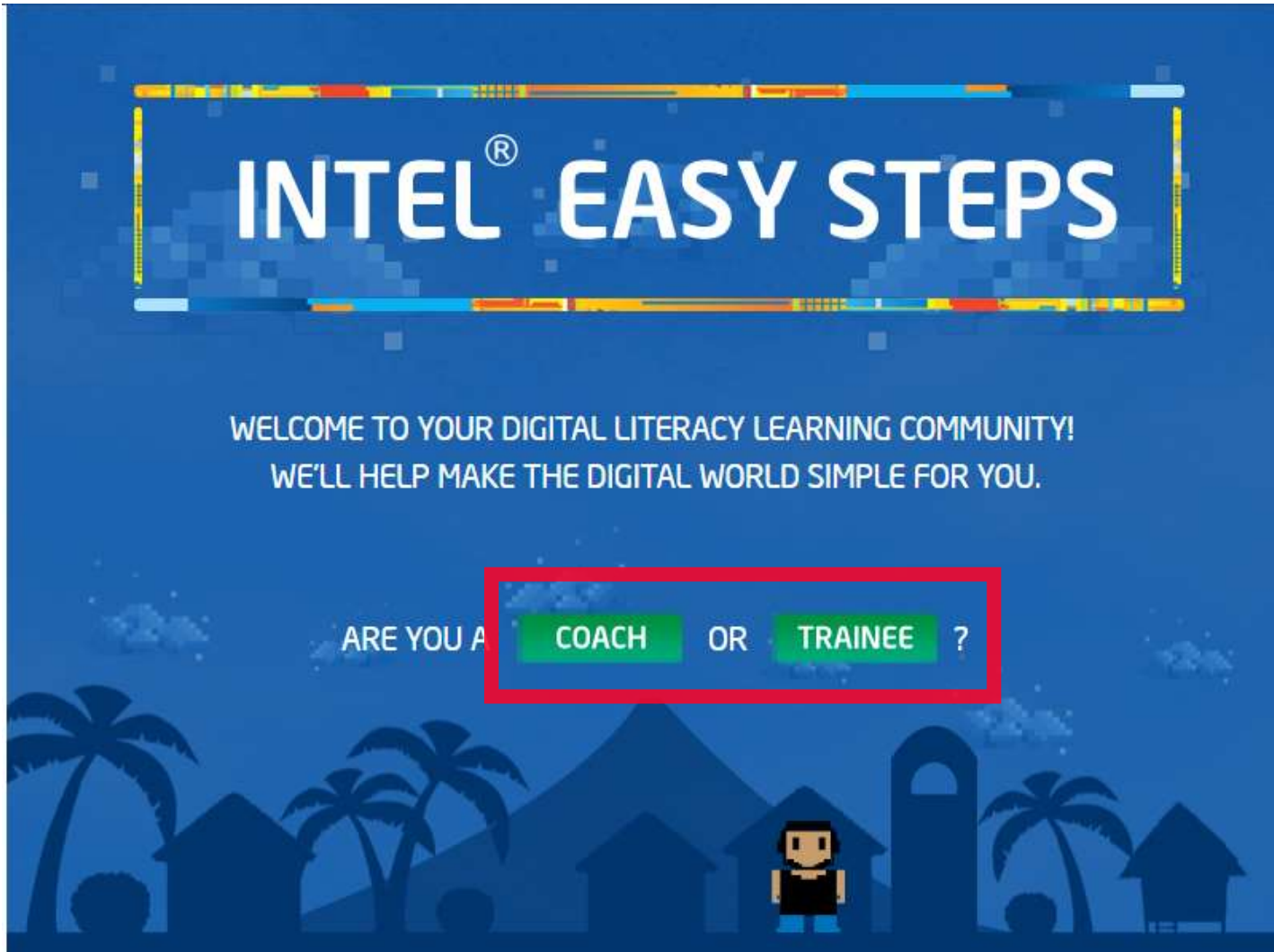
WELCOME TO YOUR DIGITAL LITERACY LEARNING COMMUNITY!
WE'LL HELP MAKE THE DIGITAL WORLD SIMPLE FOR YOU.

GET STARTED!

The banner features a dark blue background with a colorful, pixelated border around the title. At the bottom, there is a silhouette of a village with palm trees and houses. The 'GET STARTED!' button is highlighted with a red border.



Introduction



The image shows a landing page for the Intel Easy Steps digital literacy learning community. The background is a dark blue gradient with a pixelated pattern. At the top, the text "INTEL® EASY STEPS" is displayed in large, white, sans-serif font, enclosed in a decorative border of colorful, pixelated lines. Below this, the text "WELCOME TO YOUR DIGITAL LITERACY LEARNING COMMUNITY! WE'LL HELP MAKE THE DIGITAL WORLD SIMPLE FOR YOU." is written in a smaller, white, sans-serif font. In the center, the text "ARE YOU A" is followed by two green buttons with white text: "COACH" and "OR TRAINER?". The "COACH" button is highlighted with a red rectangular border. Below the buttons, there is a small, pixelated character icon standing in front of a silhouette of a village with palm trees and houses. The overall design is clean and modern, with a focus on digital literacy and community support.

INTEL® EASY STEPS

WELCOME TO YOUR DIGITAL LITERACY LEARNING COMMUNITY!
WE'LL HELP MAKE THE DIGITAL WORLD SIMPLE FOR YOU.

ARE YOU A OR ?

Introduction to word processing

INTEL EASY STEPS

[HOME](#) [ACHIEVEMENTS](#) [REWARDS](#) [MECHANICS](#) [TERMS & CONDITIONS](#)

Hi! It's great that you're taking steps to be part of the digital world. Knowing how to use basic software will help you take advantage of opportunities and win at life!

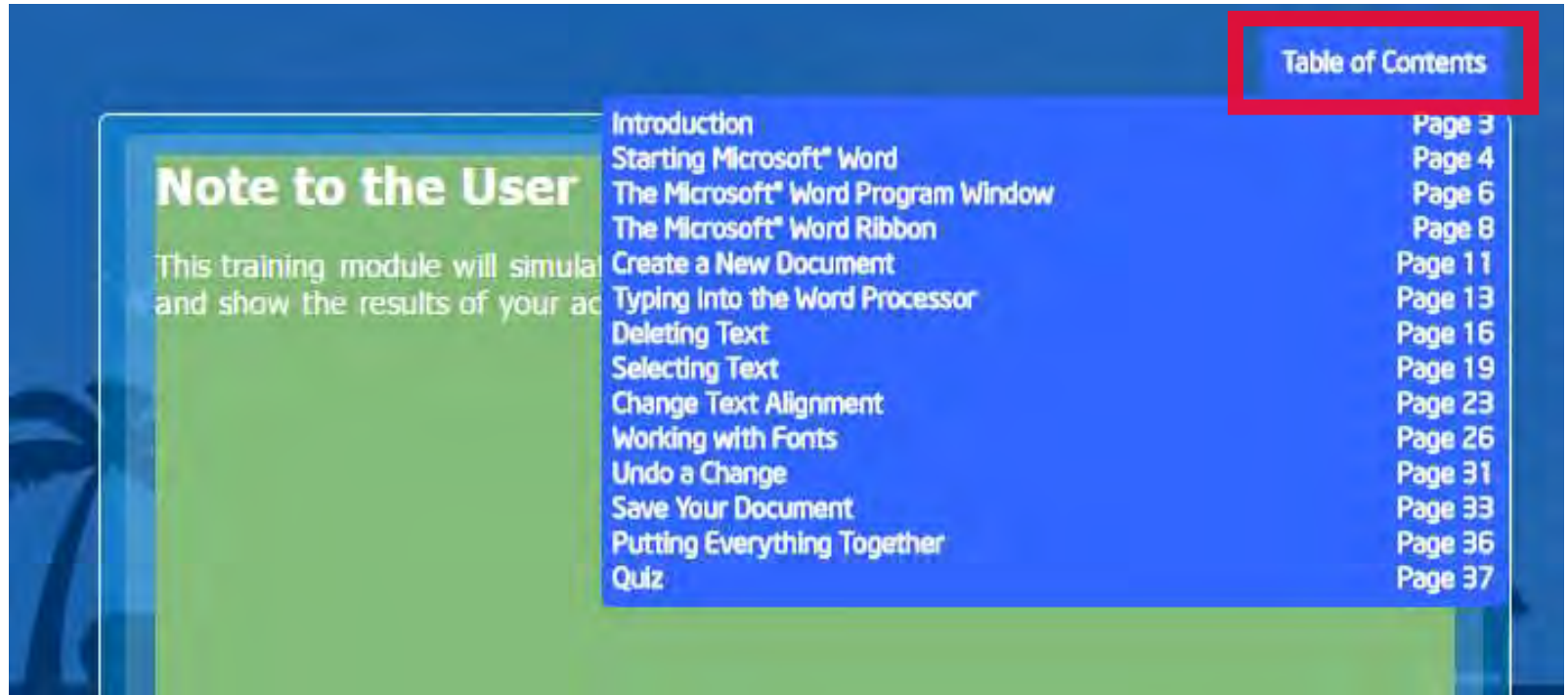
Which skill would you like to learn today?

Choose a Module

Introduction to Word Processing	Create a Resume	Create a Flyer	Introducing The Internet
How To Use Email	How To Use A Webcam	Introducing Spreadsheets	Inventory
How To Create A Budget	How To Make An Address Book		

The screenshot shows a blue-themed interface for 'INTEL EASY STEPS'. At the top, there are navigation links for HOME, ACHIEVEMENTS, REWARDS, MECHANICS, and TERMS & CONDITIONS. Below this is a welcome message and a question: 'Which skill would you like to learn today?'. A section titled 'Choose a Module' contains a grid of yellow buttons with black borders, each representing a different skill. The first button, 'Introduction to Word Processing', is highlighted with a red border. The other buttons include 'Create a Resume', 'Create a Flyer', 'Introducing The Internet', 'How To Use Email', 'How To Use A Webcam', 'Introducing Spreadsheets', 'Inventory', 'How To Create A Budget', and 'How To Make An Address Book'.

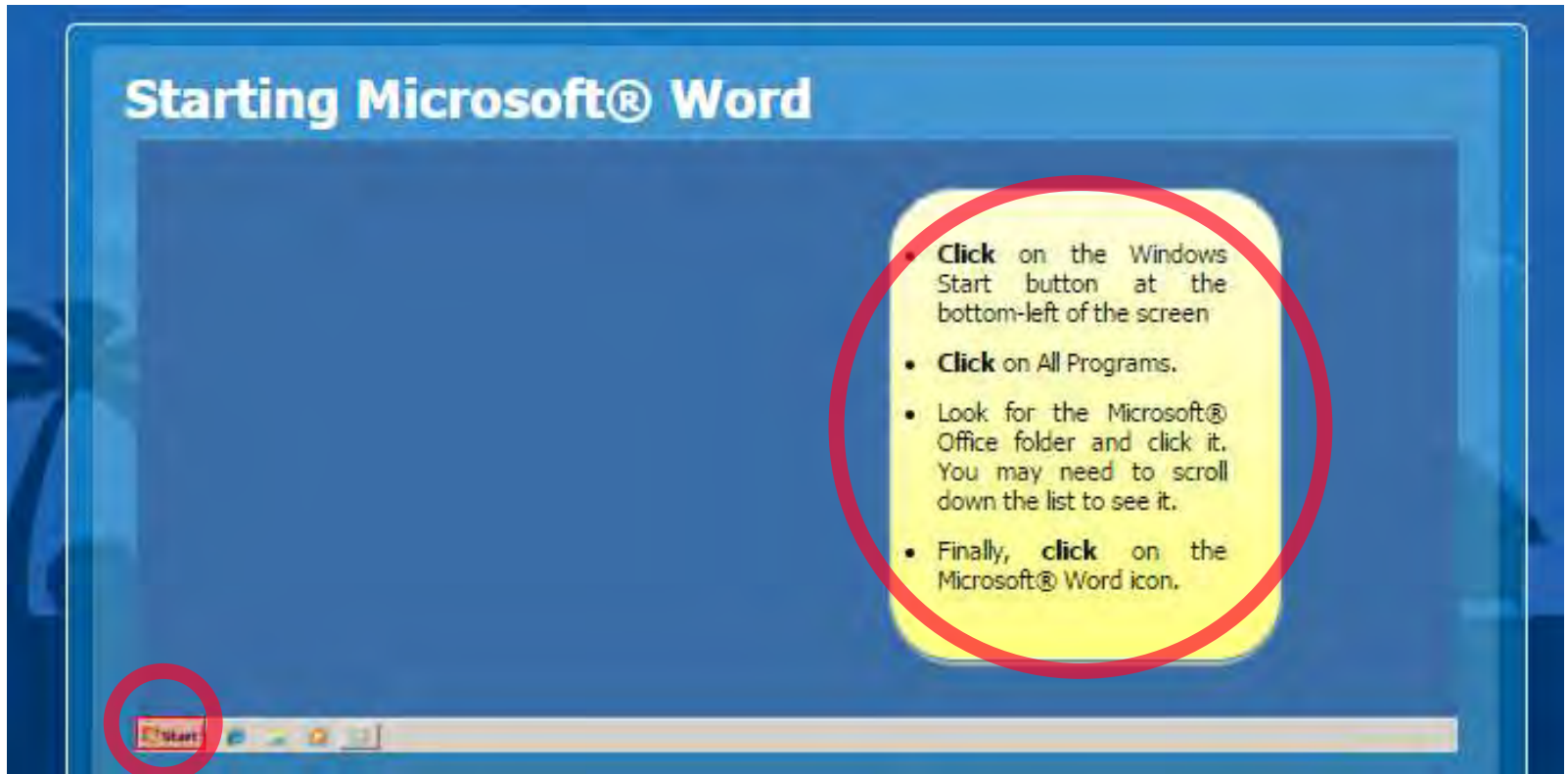
Introduction to word processing



The screenshot shows a training module interface. On the left, there is a green box titled "Note to the User" with the text: "This training module will simulate... and show the results of your actions...". On the right, there is a blue box containing a Table of Contents. The "Table of Contents" text is highlighted with a red rectangular box. The Table of Contents lists the following items and their corresponding page numbers:

Introduction	Page 3
Starting Microsoft® Word	Page 4
The Microsoft® Word Program Window	Page 6
The Microsoft® Word Ribbon	Page 8
Create a New Document	Page 11
Typing Into the Word Processor	Page 13
Deleting Text	Page 16
Selecting Text	Page 19
Change Text Alignment	Page 23
Working with Fonts	Page 26
Undo a Change	Page 31
Save Your Document	Page 33
Putting Everything Together	Page 36
Quiz	Page 37

Introduction to word processing

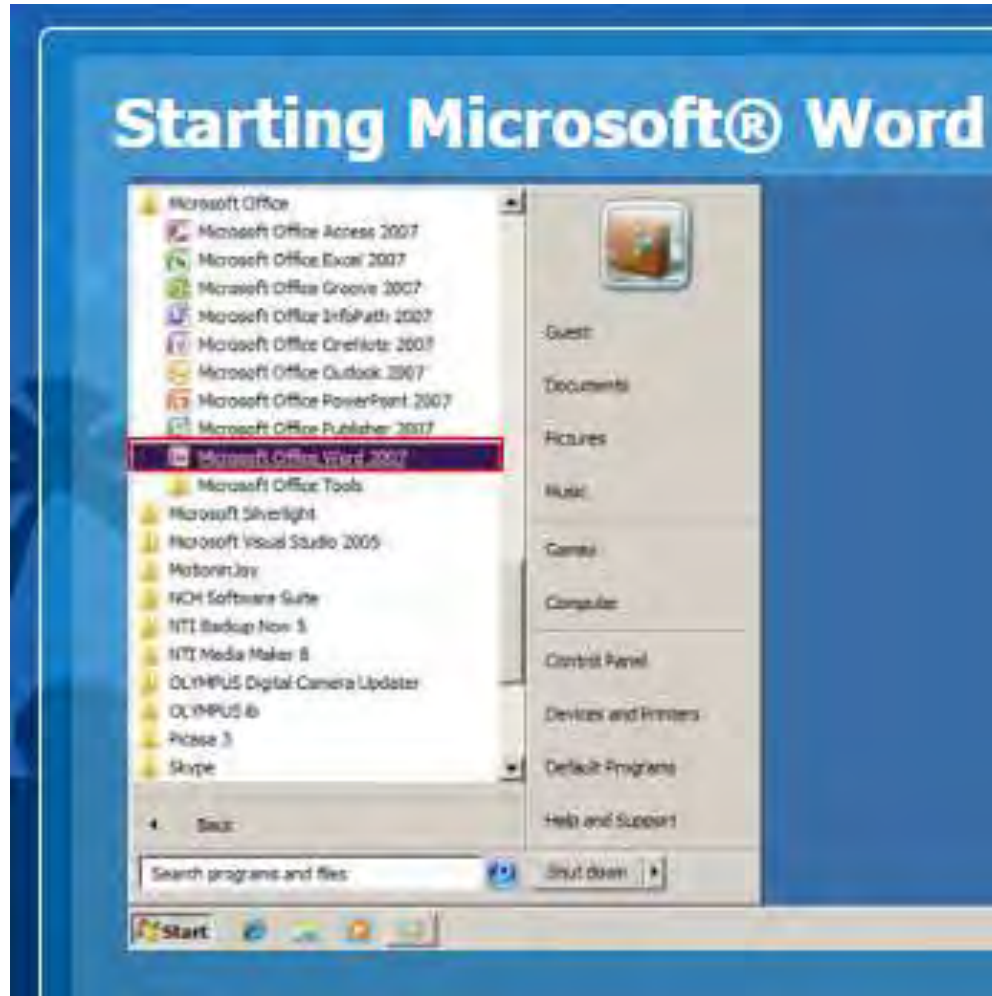


Starting Microsoft® Word

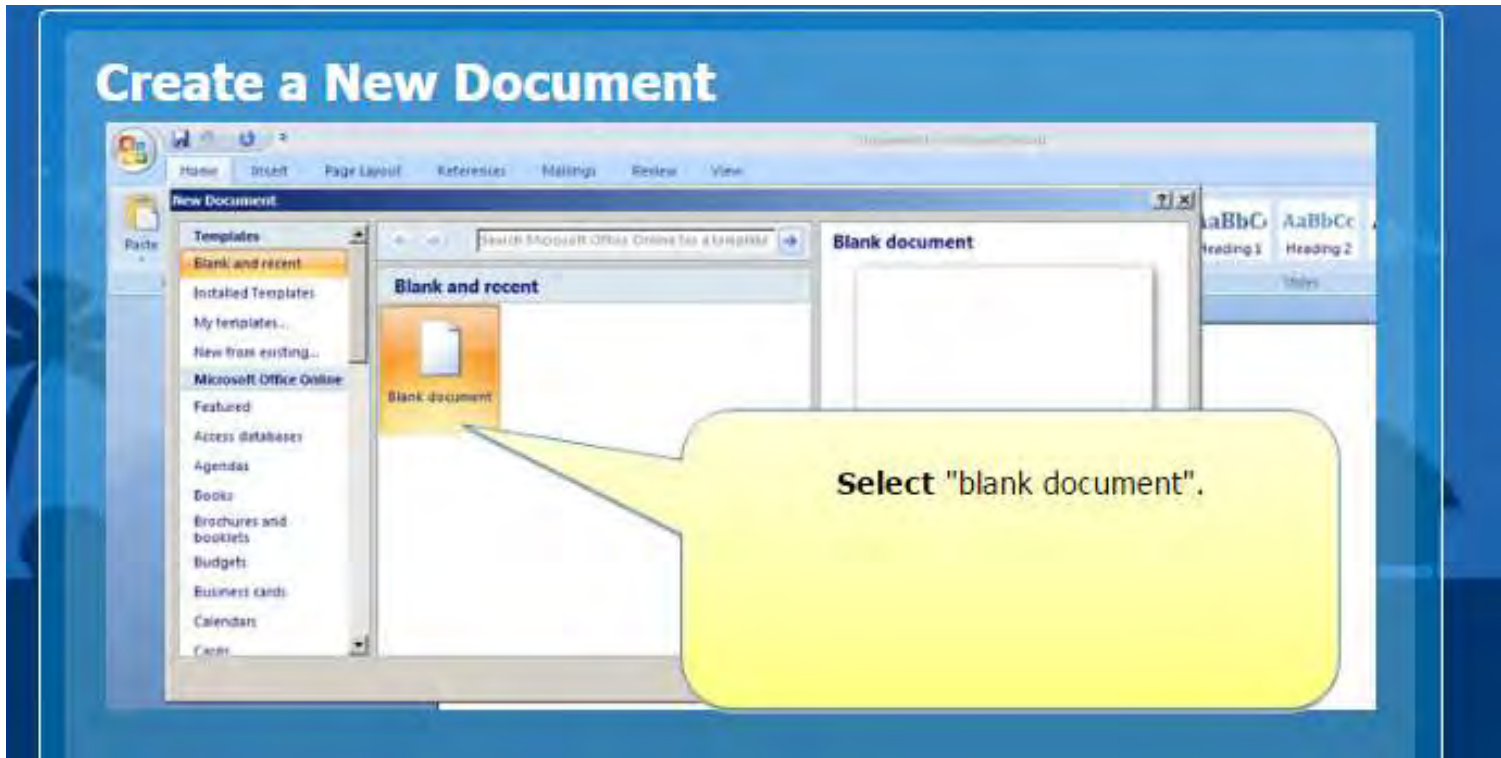
- **Click** on the Windows Start button at the bottom-left of the screen
- **Click** on All Programs.
- Look for the Microsoft® Office folder and click it. You may need to scroll down the list to see it.
- Finally, **click** on the Microsoft® Word icon.

The image shows a Windows XP desktop environment. A yellow rounded rectangle contains a list of four steps for starting Microsoft Word. A red circle highlights the Start button in the bottom-left corner of the taskbar. Another red circle highlights the yellow instruction box. The background of the desktop is blue with a faint palm tree graphic.

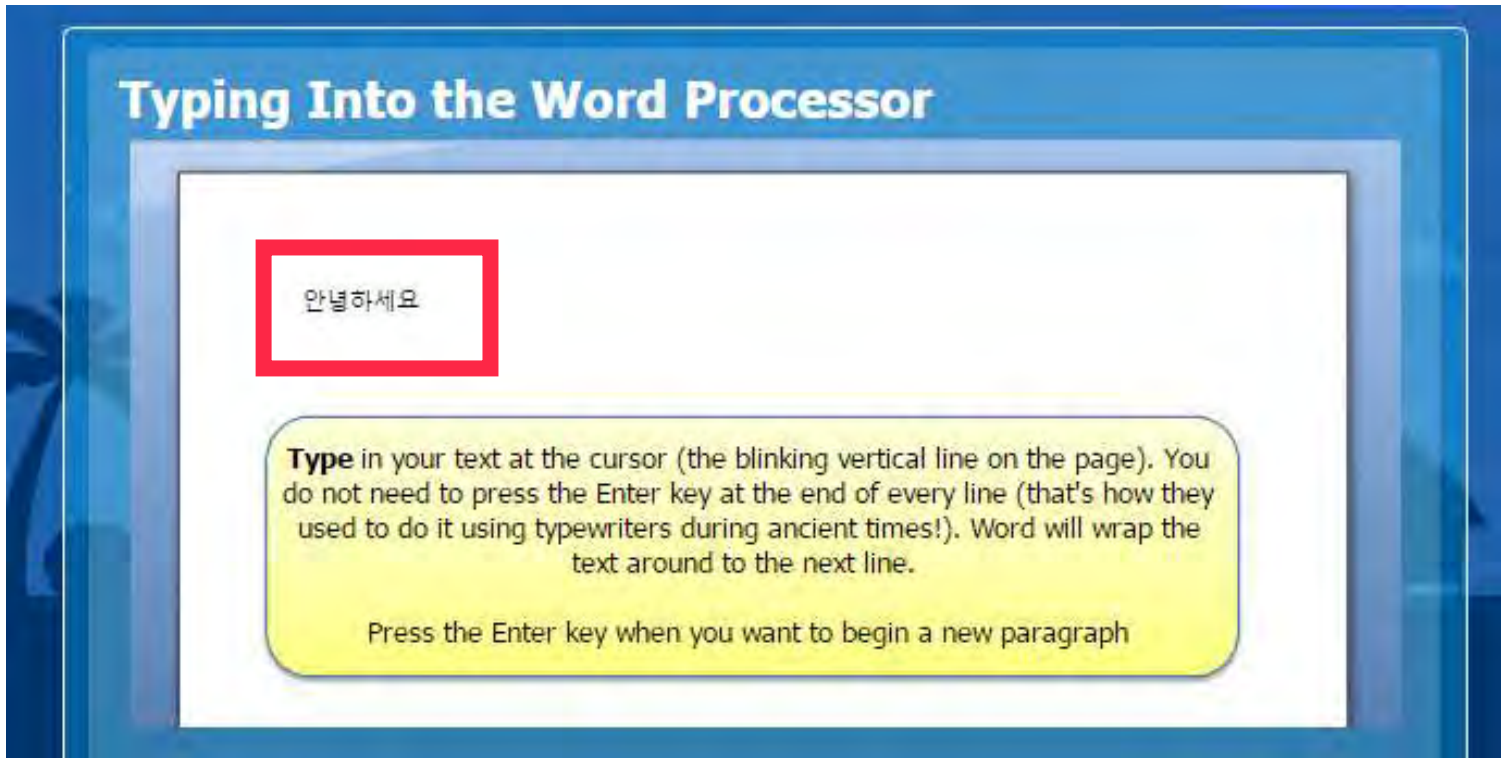
Introduction to word processing



Introduction to word processing



Introduction to word processing



Typing Into the Word Processor

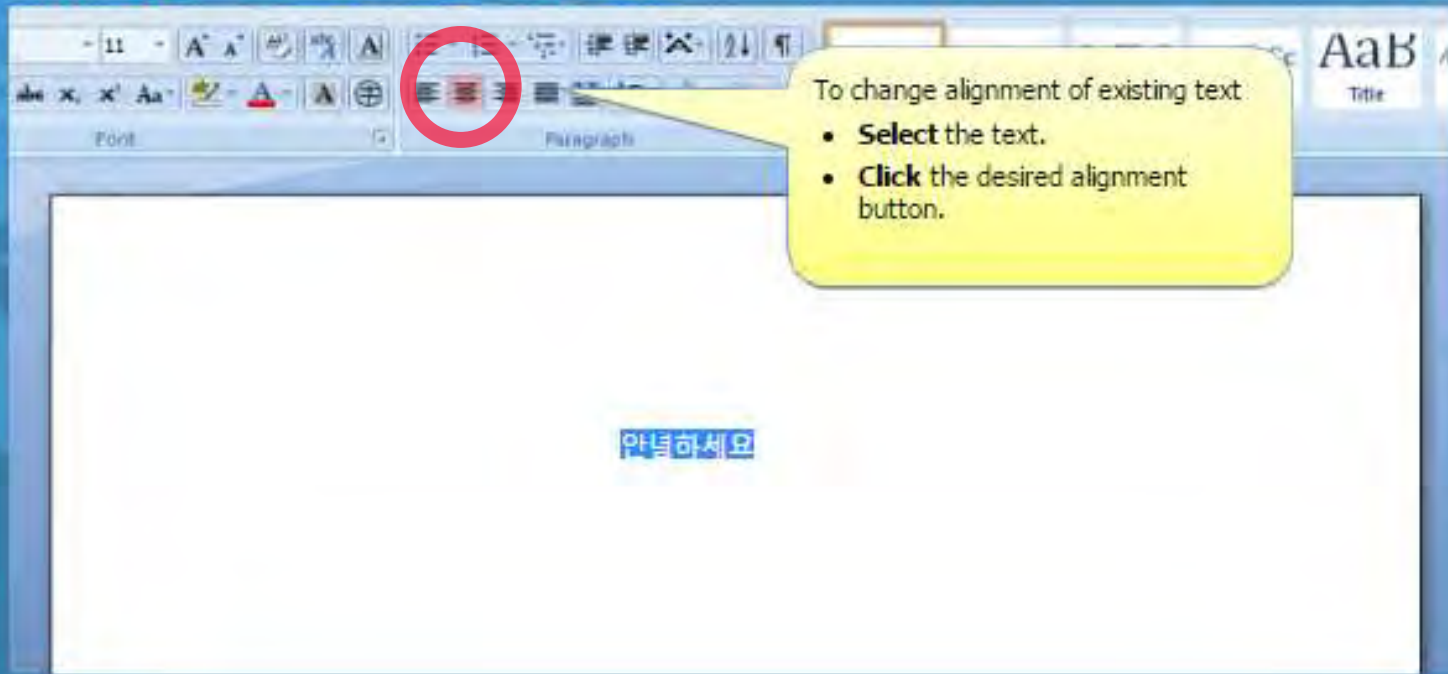
안녕하세요

Type in your text at the cursor (the blinking vertical line on the page). You do not need to press the Enter key at the end of every line (that's how they used to do it using typewriters during ancient times!). Word will wrap the text around to the next line.

Press the Enter key when you want to begin a new paragraph

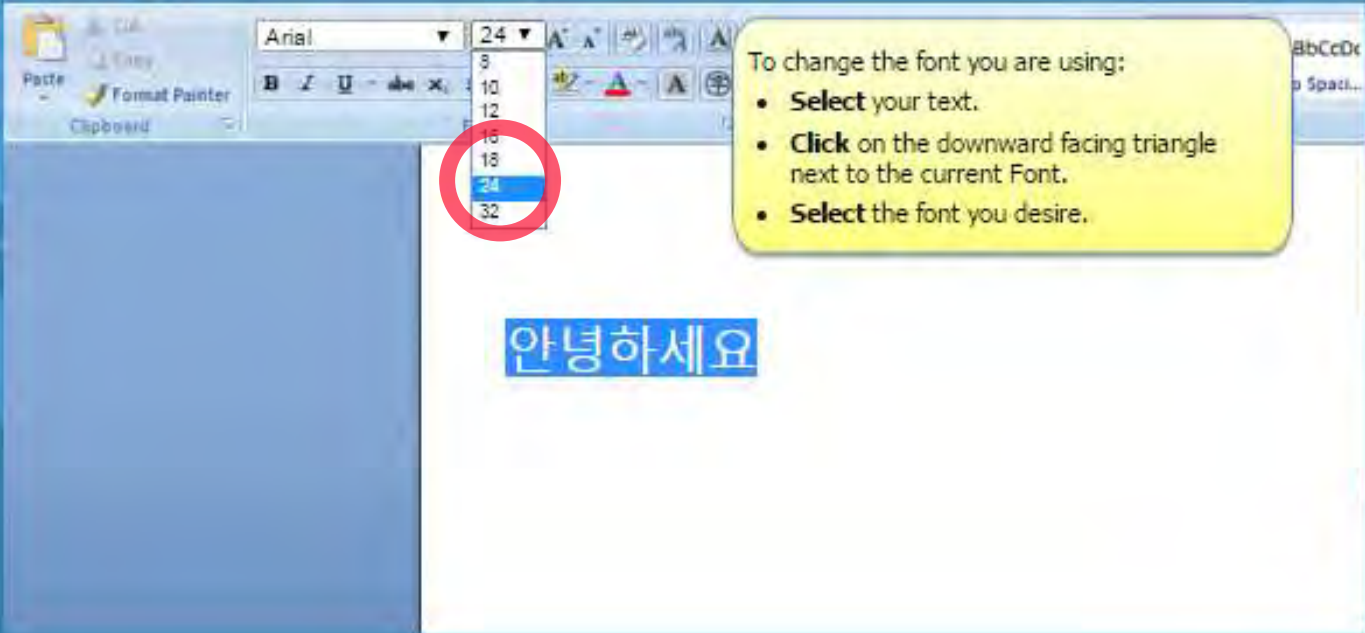
Introduction to word processing

Change Text Alignment



Introduction to word processing

Change Fonts



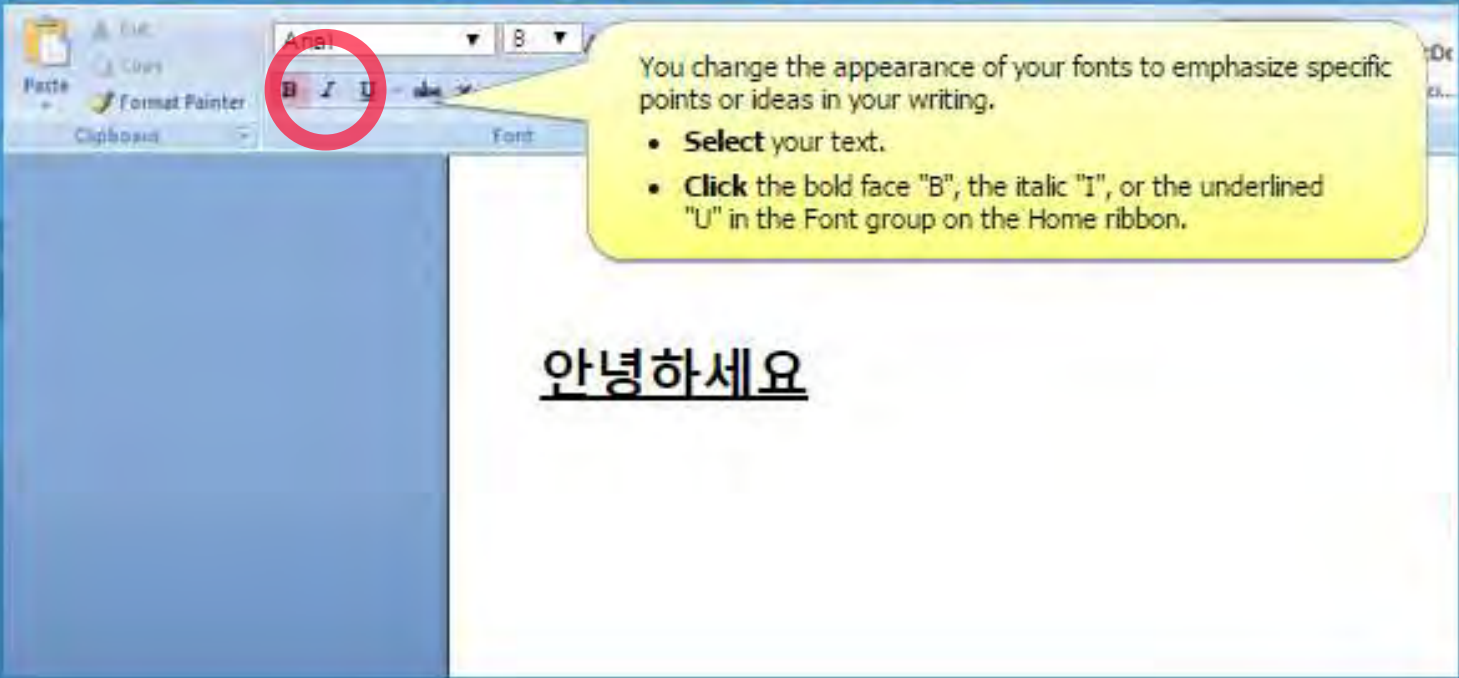
The screenshot shows the Microsoft Word ribbon with the Font group selected. The font name is set to 'Arial' and the font size is set to '24'. A dropdown menu for font sizes is open, showing options: 8, 10, 12, 14, 16, 18, 24, and 32. The '24' option is highlighted in blue and circled in red. Below the font settings, the Korean text '안녕하세요' is displayed in a blue box.

To change the font you are using:

- **Select** your text.
- **Click** on the downward facing triangle next to the current Font.
- **Select** the font you desire.

Introduction to word processing

Make text **Bold**, *Italic*, or Underlined

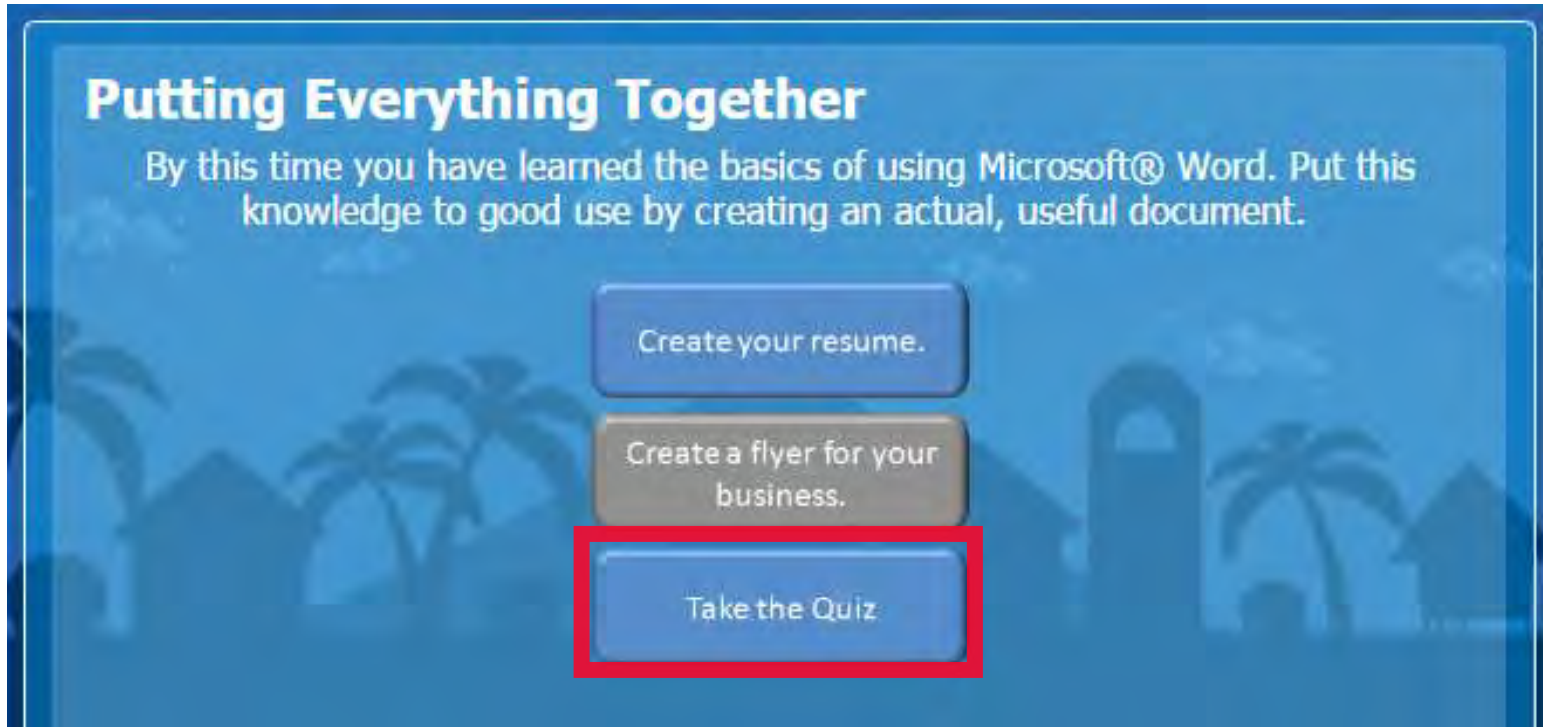


You change the appearance of your fonts to emphasize specific points or ideas in your writing.

- **Select** your text.
- **Click** the bold face "B", the italic "I", or the underlined "U" in the Font group on the Home ribbon.

안녕하세요

Introduction to word processing



Putting Everything Together

By this time you have learned the basics of using Microsoft® Word. Put this knowledge to good use by creating an actual, useful document.

Create your resume.

Create a flyer for your business.

Take the Quiz

Introduction to word processing

Introduction to Word Processing Quiz

PART 1: Select the correct answer from the given choices.

1. Microsoft® Word is a software for:

- creating nice graphs
- data entry
- tax collection
- word processing
- none of these

Introduction to word processing

Congratulations!

You have finished

Module 3-1

Introduction to Word Processing

Your assessment:

Part 1: You have answered 1 questions out of 6 correctly
Part 2: You have answered 2 questions out of 4 correctly

GO BACK TO MAIN PAGE

PREVIOUS STEP Module 1 - Introduction to Word Processing Part 14 of 14 Page 47 of 47 **NEXT STEP**

PICK A NEW LESSON Introduction to Word Processing Create a Resume Create a Flyer >

How to use email



INTEL EASY STEPS

[HOME](#) [ACHIEVEMENTS](#) [REWARDS](#) [MECHANICS](#) [TERMS & CONDITIONS](#)

Hi! It's great that you're taking steps to be part of the digital world. Knowing how to use basic software will help you take advantage of opportunities and win at life!

Which skill would you like to learn today?

Choose a Module

Introduction to Word Processing	Create a Resume	Create a Flyer	Introducing The Internet
How To Use Email	How To Use A Webcam	Introducing Spreadsheets	Inventory
How To Create A Budget	How To Make An Address Book		

The screenshot shows the Intel Easy Steps website interface. At the top, there is a navigation bar with the Intel Easy Steps logo and links for Home, Achievements, Rewards, Mechanics, and Terms & Conditions. Below the navigation bar, there is a welcome message and a question: "Which skill would you like to learn today?". Underneath, there is a section titled "Choose a Module" which contains a grid of 12 yellow buttons, each representing a different skill module. The "How To Use Email" module is highlighted with a red border.

How to use email



Create Your E-mail Account

Blank Page - Windows Internet Explorer

www.gmail.com

Favorites: Ac GameZone, Acer, Web Slice Gallery

Blank Page

2.) **Type** "www.gmail.com" in your browser's Address bar (refer to Module 4, Introducing the Internet). This will take you to Gmail's home page, where you will be able to register a new e-mail account.

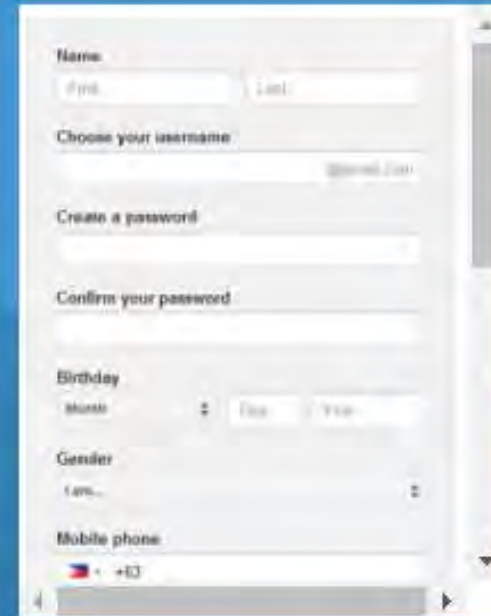
How to use email

Create Your E-mail Account

4. The Gmail signup form will appear onscreen. **Fill this up** correctly and completely. Then **click** on the "Next step" button at the bottom of the form.

If you forgot to provide information for the required boxes, or if there is a problem with the information you typed in, the process will not continue and Gmail will alert you about what the problem most likely is.

Simply **correct** the problem and **click** on the "Next step" button to proceed.



The screenshot shows the Gmail account creation form with the following fields and sections:

- Name:** First and Last name input fields.
- Choose your username:** Input field with a "Suggested Usernames" link.
- Create a password:** Input field.
- Confirm your password:** Input field.
- Birthday:** Month, Day, and Year dropdown menus.
- Gender:** Radio button options for Male and Female.
- Mobile phone:** Input field with a country code dropdown (showing +43).

How to use email

Create and Send an E-mail

Gmail

COMPOSE

Join Facebook Today - www.Facebook.com - Play Games, Chat Friends &...

Gmail Team

Customize Gmail with col...

Import your contacts and...

Get Gmail on your mobile...

0% full
Using 0 GB of your 10.1 GB

1. Click the red "Compose" button on the upper left hand area of the Gmail screen.

How to use email

Create and Send an E-mail

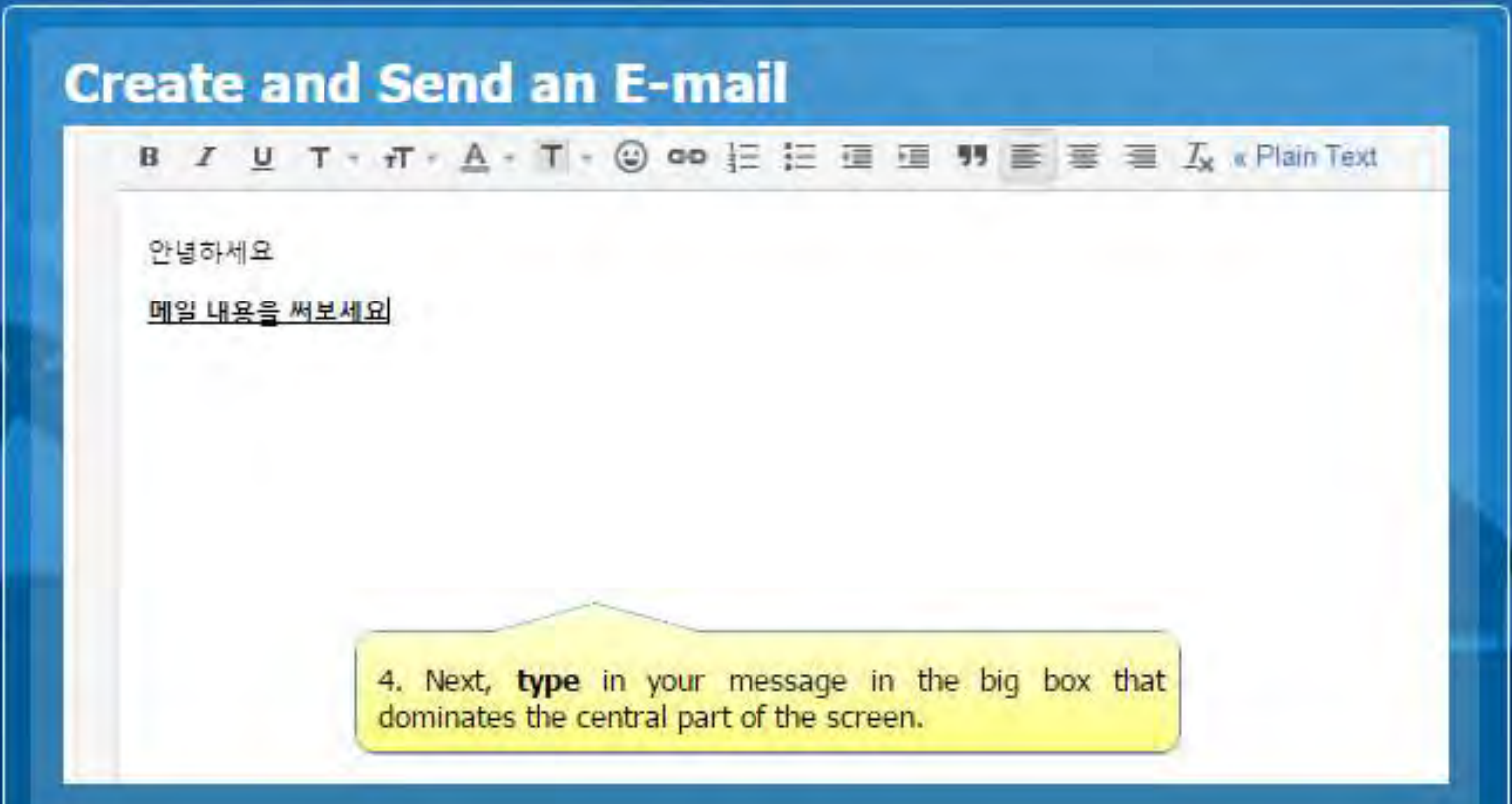


The screenshot shows an email composition interface. The 'To' field contains the email address 'intel@gmail.com', which is highlighted with a pink background. Below the 'To' field are links for 'Add Cc' and 'Add Bcc'. The 'Subject' field is empty. The 'Text' field is partially visible on the right. A yellow callout box points to the 'To' field and contains the following text:

In the box labeled "To," **enter** the e-mail address of the person you want to send an e-mail message to. One of the advantages of sending e-mail is that you can send the same message to several people at the same time.

If you want to send your message to more than one person, **type** a comma (",") to separate the e-mail addresses from each other.

How to use email



The screenshot shows an email composition interface. At the top, there is a title bar that reads "Create and Send an E-mail". Below the title bar is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, and source code. The main text area contains the Korean text "안녕하세요" (Hello) and "메일 내용을 써보세요" (Write the email content). A yellow callout box at the bottom of the text area contains the instruction: "4. Next, **type** in your message in the big box that dominates the central part of the screen."

How to use email



Create and Send an E-mail

SEND Save Now Discard Labels ▾

To: [redacted]@gmail.com

Add

Subject: 안녕하세요


Attach

B I U T [redacted] Plain Text

안녕하세요
메일 내용을 써보세요

5. When you are done, **click** on the red "Send" button at the top of the screen to send your e-mail.

Checking for New E-mail Messages



The screenshot shows a Gmail inbox with three messages from the 'Gmail Team'. The third message, 'Get Gmail on your mobile phone', is highlighted with a red rectangular box. The message text reads: 'Get Gmail on your mobile phone - Hurray! Gmail is now available on your mobile phone. The days of looking for a computer to get to your e-mail are over.' The time '6:20 pm' is visible to the right of the message. Below the inbox, a yellow callout box contains the following text:

5. To read any message, simply click on that message. This will open up the selected mail message for you to read.

How to use email

How To Use Email Quiz

1. Select the three most popular e-mail services on the Web.

- Yahoo
- Hotmail
- Gmail
- Twitter
- Squirrel Mail

03 Facebook Course Simulation

How to create a budget

INTEL EASY STEPS

[HOME](#) [ACHIEVEMENTS](#) [REWARDS](#) [MECHANICS](#) [TERMS & CONDITIONS](#)

Hi! It's great that you're taking steps to be part of the digital world. Knowing how to use basic software will help you take advantage of opportunities and win at life!

Which skill would you like to learn today?

Choose a Module

Introduction to Word Processing	Create a Resume	Create a Flyer	Introducing The Internet
How To Use Email	How To Use A Webcam	Introducing Spreadsheets	Inventory
How To Create A Budget	How To Make An Address Book		

The screenshot shows a grid of 12 yellow modules with black borders. The module 'How To Create A Budget' is highlighted with a red border. The other modules are: Introduction to Word Processing, Create a Resume, Create a Flyer, Introducing The Internet, How To Use Email, How To Use A Webcam, Introducing Spreadsheets, Inventory, and How To Make An Address Book.

How to create a budget

Worksheet Example: Travel Budget Worksheet

	A	B	C	D	E	F	
1	Three Day Budget for Trip						
2							
3	Costs	Day 1	Day 2	Day 3	Subtotal		
4	Hotel	\$100.00	\$100.00		FALSE		
5	Food	\$ 30.00	\$ 30.00		\$ 60.00		
6	Transportation	\$ 25.00	\$ 50.00	\$ 30.00	\$ 105.00		
7	Gifts		\$ 50.00		\$ 50.00		
8							
9				Grand Total	\$ 215.00		
10							

Here is an example of a travel budget worksheet.

How to create a budget

Prepare the Headings of Your Worksheet

	A	B	C	D	E	F	G	H	I
1	Test								
2									
3	Costs								
4	Hotel								
5	Food								
6	Transportation								
7	Gifts								
8									
9									
10									
11									
12									
13									
14									
15									

4. **Type** "Costs" in cell A3. Then, in the cells directly below, **type** the items for expense. **Make sure** you put each item in a different cell. Change the column widths or merge cells as needed.

How to create a budget

Enter the Estimated Expenses

	A	B	C	D	E	F	G	H	I
1	Test								
2									
3	Costs	Day 1	Day 2	Day 3					
4	Hotel	100	90	80					
5	Food	20	90	20					
6	Transportation	10	90	20					
7	Gifts	10	30	20					
8									
9									
10									
11									
12									
13									
14									
15									

1. In the cells below the column headings, **type** the amount of money that you could expect to spend each day on the items you typed in Column A. **Make sure** you type this information in the correct cells.

03 Facebook Course Simulation

How to create a budget

Show Numbers as Currency

The screenshot shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is active, and the 'Currency' category is selected. The 'Sample' field shows '\$100.00'. The 'Decimal places' field is set to '2'. The 'Symbol' is '\$ English (United States)'. The 'Negative numbers' section shows three options: '-\$1,234.10', '\$1,234.10', and '(\$1,234.10)'. A yellow callout box with a speech bubble contains the text: '5. If necessary, type in the number of decimal places you want (usually, "2"). Then click Ok.' The background shows a spreadsheet with a list of budget items: 1 Three Day, 2, 3 Costs, 4 Hotel, 5 Food, 6 Transporta, 7 Gifts, 8, 9, 10, 11, 12, 13, 14, 15.

03 Facebook Course Simulation

How to create a budget

Show Numbers as Currency

	A	B	C	D	E	F	G	H	I
1	Test								
2									
3	Costs	Day 1	Day 2	Day 3					
4	Hotel	\$100.00	\$90.00	\$80.00					
5	Food	\$20.00	\$90.00	\$20.00					
6	Transportation	\$10.00	\$90.00	\$20.00					
7	Gifts	\$10.00	\$30.00	\$20.00					
8									
9									
10									
11									
12									
13									
14									
15									

Columns B, C, and D are now formatted to look like money or currency.

03 Facebook Course Simulation

Achievements

The screenshot shows a navigation bar with four tabs: 'ACHIEVEMENTS', 'REWARDS', 'MECHANICS', and 'TERMS & CONDITIONS'. The 'ACHIEVEMENTS' tab is highlighted with a red border. Below the navigation bar, the page title is 'YOUR ACCOUNT'. There are two sub-sections: 'YOUR POINTS' and 'YOUR BADGES'. The 'YOUR POINTS' section contains a table of achievements and their corresponding point values.

ACHIEVEMENTS	REWARDS	MECHANICS	TERMS & CONDITIONS
YOUR ACCOUNT			
YOUR POINTS		YOUR BADGES	
Invite Facebook friends as Trainee Two (2) points per new trainee			0
Invite Facebook friends as Coach Three (3) points per new coach			0
Receives an award from Coach Seven (7) points			0
Levels up to Coach Ten (10) points			0
Finished a module Ten (10) points			30
TOTAL POINTS			30
REDEEMED POINTS			0
REMAINING POINTS			30

Rewards

Rewards Scheme for Coaches and Trainees

PRIZE	QUALIFYING POINTS
1TB HARD DRIVE - WESTERN DIGITAL ELEMENTS OR SEAGATE EXPANSION	300
CWT TOUCH SCREEN DIGITAL CAMERA	270
ACROSS SPEAKER SYSTEM	220
32GB FLASH DRIVE - STRONTIUM BRAND	180
ACROSS GIFT PACK: ACROSS M0-02 OPTICAL MOUSE + ACROSS 2007 MULTI MEDIA KEYBOARD + ACROSS 4408 WEBCAM	140
16GB FLASH DRIVE - STRONTIUM BRAND	120

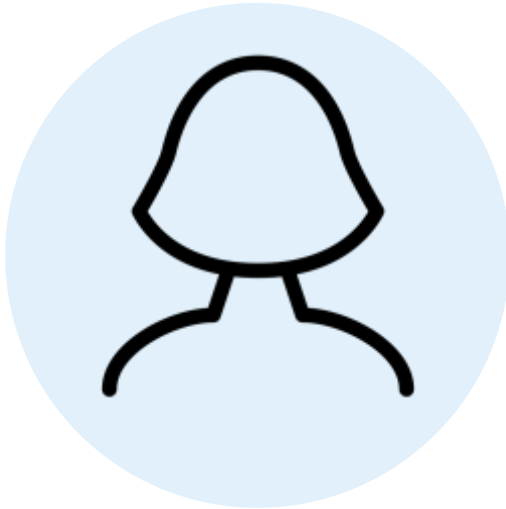


04 Various Uses of Intel Easy Steps

어떻게 학생들이
IT기술을 **일상생활**에
쉽게 적용할 수 있을까?

04 Various uses of Intel Easy Steps

E-mail & Resume (Word Processing)



부모님께 메일 보내기
이력서 작성하기

04 Various uses of Intel Easy Steps

E-mail & Resume (Word Processing)

INTEL EASY STEPS | [HOME](#) | [ACHIEVEMENTS](#) | [REWARDS](#) | [MECHANICS](#) | [TERMS & CONDITIONS](#)

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Which skill would you like to learn today?

Choose a Module

Introduction to Word Processing	Create a Resume	Create a Flyer	Introducing The Internet
How To Use Email	How To Use A Webcam	Introducing Spreadsheets	Inventory
How To Create A Budget	How To Make An Address Book		

The screenshot shows the Intel Easy Steps website interface. At the top, there is a navigation bar with the Intel Easy Steps logo and links for HOME, ACHIEVEMENTS, REWARDS, MECHANICS, and TERMS & CONDITIONS. Below the navigation bar, there is a welcome message and a question: "Which skill would you like to learn today?". Underneath, there is a section titled "Choose a Module" which contains a grid of 12 yellow buttons, each representing a different learning module. The buttons are arranged in three rows and four columns. The first two buttons in the first row, "Introduction to Word Processing" and "Create a Resume", are highlighted with a red border. The first two buttons in the second row, "How To Use Email" and "How To Use A Webcam", are also highlighted with a red border. The other buttons are not highlighted.

“ 무궁무진한 가능성 ”

남녀노소 장소에 구애 받지 않고 교육 가능

농촌지역
교육기관

관광사업
비즈니스

“ 당신은 어떻게? ”

05 Workshop



우리들의 비행기

Our airplane





비전을 갖고 **행**동하면 **기**적을 이룬다.

Miracles from the vision to action



Managing crops in Better ways

5W1H

Why : Effective crop management system using Intel Easy Step

What : Using facebook, MS Excel

Where : Educational institution located in farm village

When : 4 weeks - 6weeks

Who : To students

How : Make them get interested in Education using Intel Easy Steps facebook awards

Modules

- ① How to create a budget (Online)
- ② Connecting with Family and Friends (using Facebook)





종료시간

2시 20분

1조

Hello, World
L:IT
Team.KIT

2조

I want to know IT
Seokang Elec-Friends
Kum
Doran Doran

3조

Earl C 9 Na
CoALA
T.I.K
The decedent of sun

4조

WITH
AlphaKo
Dream
Kkum sil Kkum sil

5조

ITeacher
Para TI
Hay IT

6조

Make IT Happy
Guys on Flame
AMI-CO

7조

Vamos
KITE
Sinabro
IT MASTERS

› Online Course Simulation

Introducing Computers and Operating Systems

Introducing the Internet

Introducing Word Processing

Introducing Spreadsheets

Introducing Multimedia

Connecting with Family and Friends

Protecting Yourself Online

› Facebook Course

Introduction to Word Processing

Create a Resume

Create a Flyer

Introducing The Internet

How To Use Email

How To Use A Webcam

Introducing Spreadsheets

Inventory

How To Create A Budget

How To Make An Address Book



우리들의 비행기

Our airplane

