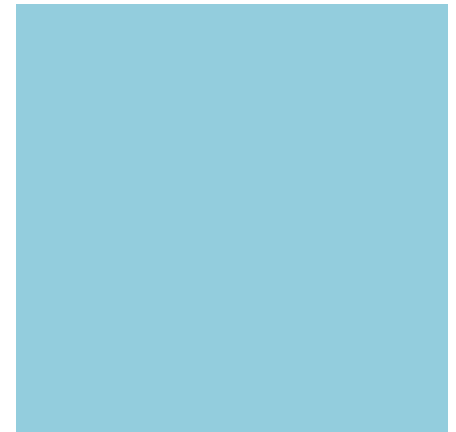
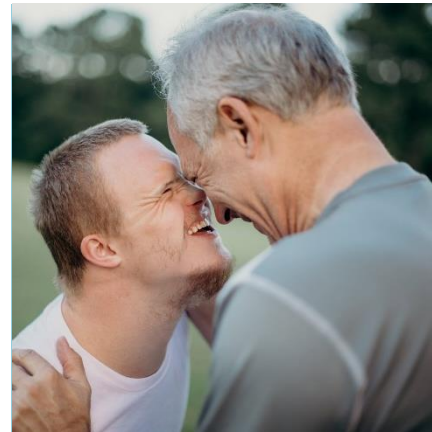




TV T21 COMmunity: E-Skills, Social Inclusion and Employability

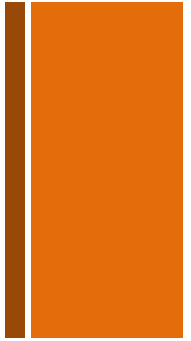


T21
to community

Pedagogical Guidelines



+ Educational Path



+ Basic Level

Fundamental Concepts of Informatics	<ul style="list-style-type: none">• Know the Computer;• Master the Keyboard;• Master the Mouse;• Know the Operating System (Microsoft Windows 10);• Introduction to the Internet;• Using Basic Operating System Features (Microsoft Windows 10).
Web Search	<ul style="list-style-type: none">• Google search environment engine;• Web page search;• Image search;• Search for News and Videos• Google accessibility
Output	Hiperligação
Extimated Time	4 meetings (3 hours for each meeting)

+ Intermediate Level

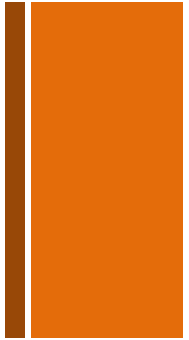
E-mail (GMAIL)	<ul style="list-style-type: none">• Know the E-mail;• Recognize an Email Address;• Create an E-mail account.
Skype	<ul style="list-style-type: none">• Recognize Skype on the Computer;• Install, Create an account and Log In to Skype;• Use Skype- Contacts and Calls.
Output	Hiperligação
Extimated Time	4 meetings (3 hours for each meeting)

+ Advanced Level

Facebook

- Recognize and Start the Program in the Browser;
- Access the Facebook Page;
- Register on Facebook;
- Signing in, Recognizing the Home Page and Ending Session;
- Access the Home Page and the Chronology;
- Add Information to the Profile;
- Search for friends, Add and Accept friend requests;
- Use the Facebook Chat with Security;
- Post Content on Facebook.

+ Advanced Level



Instagram

- How to use instagram;
- How to register;
- How to navigate, find other users and follow them;
- How to explore and publish photos and videos;
- Placing the location when posting a photo;
- How to use Instagram Direct;
- How to use Instagram on the web.

+ Advanced Level

Whatsapp	<ul style="list-style-type: none">• How to install and configurate WhatsApp;• Access your account and profile;• Personalize;• Send messages to your contacts, creating several different conversations;• Send photos and videos to your contacts;• Create groups from your contact list.
Output	Hiperligação
Extimated Time	4 meetings (3 hours for each meeting)