

# Free Technology Signs

Project No: 2021-1-AT01-KA220-VET-000033187

## Digital Skill Tutorial – sources

Here are the sources used for the videos:

### MODULE 1 – OFFICE APPLICATIONS

#### 1.1 Word processing programmes:

<https://support.microsoft.com/en-us/office/basic-tasks-in-word-87b3243c-b0bf-4a29-82aa-09a681999fdc>

<https://www.computerhope.com/issues/ch001729.htm>

<https://business.tutsplus.com/tutorials/quickly-format-basic-text-styles-microsoft-word--cms-34133>

<https://study.com/academy/lesson/what-is-word-processing-software-definition-types-examples.html>

<https://www.softwaretestinghelp.com/best-free-word-processor/>

<https://www.computerhope.com/jargon/w/word-processor.htm>

[https://www.wikiwand.com/en/Word\\_processor\\_\(electronic\\_device\)](https://www.wikiwand.com/en/Word_processor_(electronic_device))

#### 1.2 Spreadsheet programmes

[https://www.kant-boppard.de/fileadmin/Mathe/Arbeitsblatt\\_0\\_Excel.pdf](https://www.kant-boppard.de/fileadmin/Mathe/Arbeitsblatt_0_Excel.pdf)

<http://didaktik.mathematik.hu-berlin.de/user/filler/geometriedidaktik/Excel-Einfuehrung-Kl6.pdf>

<https://simple.wikipedia.org/wiki/Spreadsheet>

<https://de.wikipedia.org/wiki/Tabellenkalkulation>

<https://www.betriebswirtschaft-lernen.net/erklaerung/tabellenkalkulation/>

[:~:text=Tabellenkalkulation%20ist%20ein%20Programm%2C%20mit%20dem%20Berechnungen%20i,n,ist%20das%20Anwendungsspektrum%20solcher%20Systeme%20jedoch%20weiter%20gefasst.](https://www.betriebswirtschaft-lernen.net/erklaerung/tabellenkalkulation/-:~:text=Tabellenkalkulation%20ist%20ein%20Programm%2C%20mit%20dem%20Berechnungen%20i,n,ist%20das%20Anwendungsspektrum%20solcher%20Systeme%20jedoch%20weiter%20gefasst.)

<https://www.grundlagen-computer.de/excel-tutorial>

<https://www.wintotal.de/tipp/excel-grundlagen/>

### 1.3 Presentation programmes

<https://www.stratag.de/selbstpraesentation-powerpoint>

<https://karrierebibel.de/powerpoint-bewerbung/>

<https://de.wikipedia.org/wiki/Pr%C3%A4sentationsprogramm>

## MODULE 2 – ONLINE BEHAVIOUR

### 2.1 Online research

<https://www.seokratie.de/internetrecherche/>

<http://online-recherche.ch/>

<https://textastisch.de/online-recherche-so-findest-du-serioese-quellen>

### 2.2 Online accessibility

<https://www.w3.org/Translations/WCAG20-de/>

<https://www.w3.org/TR/WCAG21/>

<https://www.w3.org/WAI/fundamentals/accessibility-intro/>

## MODULE 3 – DIGITAL MEDIA CONTENT

### 3.2 Video production

<https://www.gearshift.tv/library/a-step-by-step-guide-to-video-production.cfm>

[https://en.wikipedia.org/wiki/Video\\_production](https://en.wikipedia.org/wiki/Video_production)

### 3.3 Graphics

<https://youtu.be/ROliQ7E2cYY>

<https://kathleenrother.de/2017/05/30/farbeinstellungen-fuer-druck-und-web/-more-2571>

### 3.4 Social Media

[https://en.wikipedia.org/wiki/Social\\_media](https://en.wikipedia.org/wiki/Social_media)

<https://www.investopedia.com/terms/s/social-media.asp>

<https://www.1min30.com/dictionnaire-du-web/social-media-definition>

<https://www.lifewire.com/what-is-social-media-explaining-the-big-trend-3486616>

<https://www.nfi.edu/what-is-social-media/>

<https://www.fannit.com/social-media/what-is-social-media/>

## MODULE 4 – LEGAL & SERVICES

### 4.1 Cloud Services

<https://www.javatpoint.com/advantages-and-disadvantages-of-cloud-computing>

<https://sciresol.s3.us-east-2.amazonaws.com/IJST/Articles/2015/Issue-21/Article26.pdf>

[https://d1wqtxts1xzle7.cloudfront.net/30844302/Cloud\\_computing\\_wp\\_final\\_8Oct-with-cover-page-v2.pdf?Expires=1656498617&Signature=bEY9a~p6nfnJHANSbPxxfthPKe0hPaTZdAc-vpcCJwpuqp~C4fE5cMP6FQJy3X7xfthxtlIMax0DDYv~IN2dZz0oWtBdIXmjXHdNdMCKHIGi96vZ28U97gBtKuywzs34ZPKMTZNWJzRtCwWbLFsKocB7dbYfjv-DT530ORyb27bHznmTfzm1aS1s9xceqGw8yPJ~0g~cDsIhtMsqMcy~GKVzGbFpy0brjKCreJg7bC36JbcB1WtRw3Av9nW3eAZ6K-yYN0XYHE9PIUjv0EFwKizjF8iY5hj93NhCPoOIByKh2D~GhQc8-pj70w5mfn92wOTGD-RhcT3QQyisjuQztPQ\\_&Key-Pair-Id=APKAJLOHF5GGSLRBV4ZA](https://d1wqtxts1xzle7.cloudfront.net/30844302/Cloud_computing_wp_final_8Oct-with-cover-page-v2.pdf?Expires=1656498617&Signature=bEY9a~p6nfnJHANSbPxxfthPKe0hPaTZdAc-vpcCJwpuqp~C4fE5cMP6FQJy3X7xfthxtlIMax0DDYv~IN2dZz0oWtBdIXmjXHdNdMCKHIGi96vZ28U97gBtKuywzs34ZPKMTZNWJzRtCwWbLFsKocB7dbYfjv-DT530ORyb27bHznmTfzm1aS1s9xceqGw8yPJ~0g~cDsIhtMsqMcy~GKVzGbFpy0brjKCreJg7bC36JbcB1WtRw3Av9nW3eAZ6K-yYN0XYHE9PIUjv0EFwKizjF8iY5hj93NhCPoOIByKh2D~GhQc8-pj70w5mfn92wOTGD-RhcT3QQyisjuQztPQ_&Key-Pair-Id=APKAJLOHF5GGSLRBV4ZA)

<https://www.thinkitsolutions.com/cloud-computing-examples/>

<https://arxiv.org/ftp/arxiv/papers/1204/1204.1594.pdf>

<https://azure.microsoft.com/en-us/overview/examples-of-cloud-computing/>

[https://www.researchgate.net/profile/Ksharmila-](https://www.researchgate.net/profile/Ksharmila-Senthil/publication/333673809_Study_on_Cloud_Storage_and_its_Issues_in_Cloud_Computing/links/5cfe30744585157d15a00f28/Study-on-Cloud-Storage-and-its-Issues-in-Cloud-Computing.pdf)

[Senthil/publication/333673809\\_Study\\_on\\_Cloud\\_Storage\\_and\\_its\\_Issues\\_in\\_Cloud\\_Computing/links/5cfe30744585157d15a00f28/Study-on-Cloud-Storage-and-its-Issues-in-Cloud-Computing.pdf](https://www.researchgate.net/profile/Ksharmila-Senthil/publication/333673809_Study_on_Cloud_Storage_and_its_Issues_in_Cloud_Computing/links/5cfe30744585157d15a00f28/Study-on-Cloud-Storage-and-its-Issues-in-Cloud-Computing.pdf)

### 4.2 GDPR

<https://gdpr.eu/what-is-gdpr/>

<https://www.gdprhandbook.eu/>

<https://www.gdpreu.org/the-regulation/>

[https://en.wikipedia.org/wiki/General\\_Data\\_Protection\\_Regulation](https://en.wikipedia.org/wiki/General_Data_Protection_Regulation)