



Learning Tree, Project Nr 2017-1-TR01-KA204-045897

Mustafa Çelik, Ewa Jurczyk-Romanowska, Kacper Manikowski, Grzegorz Mendyka, Anna Ptak, Anita Sarno, Hasan Yüce

Handbook of ICT course with elements of genealogy

(16 lesson scenarios + instructions)

The publication is published under the CC-BY-SA 3.0 licence

1 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - classroom

Participants in the workshops - senior citizens 55+

Instructors - trained educators /teachers

Duration of workshop - 90 min.

Teaching aids - computer, projector, photos,

The subject of the workshop – What are files and how to create them?

Learning objectives:

Main objective: Getting to know and better computer skills.

Specific objectives: The usage of a PC, creating a new file, carrying the file and storing documents into the file.

- Students are able to turn the computer on and off.
- Students know how to use the keyboard and mouse.
- Students know what a folder is and how to create it.

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction /warm-up	Explaining what a file is and what for it is used, why we need files	Discussion Explanation	10 min.	All tutors and learners present

2. Motivation	Get the learners to understand that it is not too difficult to be able to use a PC to store our memories, and managing something new will get them to have self-confidence.	Discussion, presentation	10 min	Group discussion
3. Processing the course	<ul style="list-style-type: none"> • Let them all have a PC and teach how to turn it on, • Using the mouse, right and left clicks, • Clicking right and press on 'new' to have a new file, • Naming the file, • Moving the file on the screen on a new place, • Moving a document or a photo into the file and saving, 	Discussion, lecture – presentation Practice	40 min.	Individual work Guided process
4. Evaluation	First learners check the task of each other and by the way, the tutor checks each task and advices about the mistakes and let them have some more time.	Practical exercises Error checking	20 min.	Pair work
5. Summary	After all completed, the tutor checks all and evaluate each learner, taking notes	Consolidation	10 min.	Evaluation



2 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - classroom

Participants in the workshops - senior citizens 55+

Instructors - trained educators /teachers

Duration of workshop - 90 min.

Teaching aids - computer, projector, photos,

The subject of the workshop - Words-processor program, office programme,

Learning objectives:

Main objective - Getting to know Word program. Ability to create text and edit it.

Specific objectives:

- Using the keyboard,
- getting accustomed to writing sentences,
- choosing the sentence fully or partially,
- changing the size of letters

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction	Greeting, presentation of workshop objectives.	Discussion	10 min.	Tutor warms up

/warm-up		Explanation		
2. Motivation	<p>A pre-animation to draw the attention of adults and to indicate the intended use of the Microsoft word program. At the end of the animation, the trainees are asked preparatory questions as:</p> <p>"How do you prepare a text on a computer? Is the text prepared by handwriting more effective or is it prepared on a computer?"</p>	Discussion, presentation	10 min.	A soft debate guided by the tutor to get the learners ready to work on texts
3. Processing the course	<ul style="list-style-type: none"> • The Microsoft word program is run. • They are asked to write a text that is projected from the projection tool. • The written text is shown one by one by the trainees with the method of showing how to choose. • Modifications of text formatting are displayed and made by using font, size, colour, bold, italic and underlined features of selected texts. 	Discussion, lecture – presentation Practice	40 min.	Learners type the projected text on their own pcs

4. Evaluation	Trainees are given an example text and asked to make this text's font Tahoma, font size 16 pt, font colour red and italic. In places that can not be done, permanent corrections are made and permanent learning is provided.	Practical exercises	20 min.	Learners follow the instructions
5. Summary	The process is evaluated to determine where the subject is not understood clearly. If any deficiencies, they are solved using different teaching methods	Consolidation Error checking	10 min.	The tutor checks the errors

3 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - classroom

Participants in the workshops - senior citizens 55+

Instructors - trained educators, teachers

Duration of workshop - 90 min.

Teaching aids -computer, projector, photos, document with a poem,

The subject of the workshop - Words-processor program

Learning objectives:

Main objective - Improving editorial skills and searching file (documents) on computer.

Specific objectives: Writing a text, finding a poem, cutting (choosing) sentences and pasting on a new document

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction /warm-up	Students are asked questions to get the motivation high about the courses. Their being ready is checked.	Discussion	10 min.	Tutor and Trainees
2. Motivation	In order to motivate the learner, during this	Discussion,	20 min.	Tutor guided

	course, the teacher provides a detailed explanation about the texts they write and how they can copy a poem from the file.	lecture - multimedia presentation		
3.Processing the course	<p>The Microsoft word program is run.</p> <p>They are asked to write the text that is projected from the projection tool.</p> <p>Written text is required to be shown by showing different selection methods.</p> <p>It is desirable to copy the selected texts to another area on the Word program.</p> <p>They are asked to cut a section of the text and move it onto a new file in the Word Program.</p>	<p>Discussion,</p> <p>lecture - multimedia presentation</p>	30 min.	Instructions and pair work
4.Evaluation	<p>Trainees ask students to search for poetry on the computer. They are asked to copy the 1st paragraph of the poem they found and attach it to the Word document. Practice and questions are evaluated, reinforcements are given. The process is assessed to determine if everything is clear for participants.</p>	Practical exercises	20 min.	Tutor oriented

5.Summary	Practice and questions are evaluated, reinforcements are given. The process is assessed to determine where the subject is not understood. If so, these deficiencies are addressed using different teaching methods	Practical exercises	10 min.	Evaluation by the Tutor
-----------	--	---------------------	---------	-------------------------

4 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - classroom

Participants in the workshops - senior citizens 55+

Instructors - trained educators, teachers

Duration of workshop - 90 min.

Teaching aids - computer, projector, photos,

The subject of the workshop - Words-processor program

Learning objectives:

The main objective - Searching file with photos on the computer. Using photos in Word program.

Specific objectives - being able to find photos writings on the computer, inserting sentences on the photo, pasting the photo on word document
changing size of the photo

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction /warm-up	Greeting, presentation of workshop objectives.	Discussion	10 min.	Tutor greets
2. Motivation	In order to attract the attention of the trainees,	Discussion,	5 min.	Tutor and

	landscape pictures are searched on the internet and they are asked about which of these pictures are beautiful or not.	lecture - multimedia presentation		Trainees make a decision about the photos
3.Processing the course	<p>In order to motivate the learner, at this lesson, the teacher provides detailed explanations on how to add an image onto the Word program on the computer.</p> <p>An image is copied from the different file.</p> <p>The Microsoft word program is run.</p> <p>They are thought how to add a photo onto a word document.</p> <p>The teacher describes how the resize and change the dimensions.</p> <p>The teacher shows how the picture borders and picture styles are applied and changed using the demonstrative method.</p>	Discussion, lecture - multimedia presentation	45 min.	<p>Pair work under the supervision of the Tutor</p> <p>Finding a photo, Changes in the photo</p>
4.Evaluation	Trainees are asked to copy the winter landscape from the different file. They are asked to add it	Practical exercises	20 min.	Individual work

	onto the official Word document and create a border on the picture 3 size. Wherever they can not, permanent corrections are made to ensure permanent learning.			
5.Summary	Application is evaluated after practice. As a result of the evaluation, parts that are not well understood are identified. If still problems, these deficiencies are explained once more using different teaching methods	Error checks	10 min.	Evaluation reports are kept

5 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - classroom

Participants in the workshops - senior citizens 55+

Instructors - trained educators, teachers

Duration of workshop - 90 min.

Teaching aids - computer, projector, photos

The subject of the workshop - Words-processor program

Learning objectives:

Main objective - Ability to edit photos in Word. Search for specific images and use them in work with the program.

Specific objectives: working individually and creating new documents from the sentences and photos, changing styles of the photo

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction /warm-up	In order to attract the attention of the learner, the photos of the region they live on are searched and they are asked about whether these pictures are beautiful or not.	Discussion	10 min.	Highly motivated learners
2. Motivation	In order to motivate the learner, detailed	Discussion,	10 min.	Exchanging ideas

	explanations are made on how to copy the photo onto the Word program	presentation		
3. Processing the course	<p>A picture of the region they live in is searched on the internet.</p> <p>The Microsoft word program is run.</p> <p>The teacher shows how they can copy the photo onto the official Word program they found on the Internet.</p> <p>The teacher describes how the resize and change the dimensions.</p> <p>The teacher shows how the picture borders and picture styles are applied and changed using the demonstrative method.</p> <p>The teacher shows how to delete the wrong copied image.</p>	<p>Discussion,</p> <p>Pc</p> <p>Presentation</p> <p>Internet</p>	40 min.	Individual work and cooperation (when needed)
4. Evaluation	<p>Trainees are requested to research the pictures of Roma via the internet. Copy the images they find into the Word document and attach them to the image metal round frame joints. Wherever they</p>	Practical exercises	20 min.	Trainees should decide by themselves and follow the

	can not, permanent corrections are made to ensure permanent learning			instructions without further help
5. Summary	Application is evaluated after practice. As a result of the evaluation, parts that are not well understood are identified. If still problems, these deficiencies are explained once more using different teaching methods	Practical exercises Error check	10 min.	Consolidation

6 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55/60+

Instructors - trained educators

Duration of workshop – 90 min.

Teaching aids -projector and computers, smartphones with internet access, flipcharts

The subject of the workshop – *Online basics*

Learning objectives

Main objective – How to search and explore the internet while being safe and secure.

Specific objectives:

- to learn some of the things is possible to do on the internet (what is internet, what you can do, how can you get connected)
- to learn different ways to access the internet (open a web browser, open a website, using links, bookmarks, printing a webpage)
- to learn how to keep the computer safe (issues surrounding online copyright, the importance of website terms and conditions, privacy policy)
- to use search engines (to carry out the steps needed to use a search engine so to help to find information quickly online)
- to understand the difference between a search engine and website search and how to search for info on a specific website

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction	Greeting. Get to know each other/ icebreakers and energizers presentation of workshop objectives.	Discussion/no formal methods	10 min.	To create a positive atmosphere. Integration. Participants knowledge about the objective of the activity and target task
2. Workshop content theory part	What is the internet and what you can do Learn how to launch a web browser and how to find and save a website. Learn how to use links, bookmarks and print a web page. Learn about internet copyright, as well as website terms and conditions and privacy policy.	Discussion, lecture - multimedia presentation	20 min.	Internet use literacy of the group

3. Put in practice the new knowledge acquired	Each of the participants will explore the internet. In particular: open a web browser, open a website, using links, bookmarks, printing a webpage	Practical exercises	20 min.	To familiarize and feeling comfortable with the computer and technological devices. Developing searching skills
4. Consolidating new information and skills by attempting to apply them in new situations	Participants will practice Internet search engine and its functions. Difference between search engine and websites	Questions Discussion and some theory Continuing with Practical exercises	20 min.	Repeating to fix the knowledge acquired
5. Checking the mastery of new knowledge and skills	Quiz plus personal search activity	Quiz online or another related exercise	10 min.	Source: www.learnmyway.com www.digitalunite.com Check and assess the knowledge acquired during the activity

				class
6. Conclusions Summary and end of workshops	Participants will reflect and talk about the most important elements of workshops giving feedbacks plus self-assessment.	Discussion	10 min	Self-assessment and reflection to reach awareness Useful feedbacks for the trainers.



Co-funded by the
Erasmus+ Programme
of the European Union

7 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55/60+

Instructors - trained educators

Duration of workshop – 90 min.

Teaching aids -projector and computers, flipcharts

The subject of the workshop – *Discovering Google*

Learning objectives

Main objective – What is google and how to use it effectively

Specific objectives:

- to understand what is google, its benefits and features
- to understand what is Google Chrome, its benefits and features
- to learn how to search in Google
- How to view internet history
- how to delete internet history
- how to save images and files from the internet

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Introduction	Greeting, presentation of workshop objectives.	Discussion	10 min.	-----
2. What is Google and how to use it	After an introductory theoretic explanation of what is google, the trainer will show steps on how to use it effectively to find the information needed.	multimedia presentation, work online with computers	30 min.	Giving instructions
3. What is Google - Consolidation and integration	Integration and consolidation of the knowledge acquired. How to view internet history and how to delete it. The trainer will show all the steps and participants will repeat it and practice it	Practical exercises	20 min.	Giving instructions
4. Saving images and files from the internet	The trainer will show participants how to save images and files. Interactive class using the personal device and internet connection	Practical exercises	20min	Giving instructions
5. Summary and	Discussion and feedback on what done and	discussion	10 min.	Non-formal

conclusions	learnt. Self-reflection and self-assessment			methods
-------------	---	--	--	---------

8 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55/60+

Instructors - trained educators

Duration of workshop – 90 min.

Teaching aids -projector and computers, smartphones with internet access, flipcharts

The subject of the workshop – Google applications

Learning objectives

Main objective – To discover and get familiar with google applications

Specific objectives:

- to understand what google apps are and how to find and use google them
- to get a general overview of google applications and understanding their purpose and potential use
- to create a Gmail account
- to discover and get familiar with Google Drive

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological
---------------------	-------------------------	-------------------------------	------	---------------------------------

				remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	10 min.	-----
2. What Google Apps are	To get familiar with google applications. How to find and use them. The trainer will introduce the topic showing a couple of videos (clear videos and demo classes on youtube for example).	multimedia presentation,	20 min.	Participants are familiar with the tools made available to them by Google. Participants are able to choose the tools suited to their needs.
	Introducing the various Google tools. Teaching the ability to find and use specialized tools as needed by the users.	practical excercises	20 min	
3. Create a Gmail account	Finding the Gmail website. A detailed explanation of the registration process. Registering for a Gmail account. Explanation of the inbox and its functionality. Sending and receiving e-mails in between the participants. Including and downloading email attachments.	Practical exercises	30 min	Familiarizing with the registration process of the Gmail service. Learning the basic functionality of the e-mail;

				sending and reviewing e-mails.
4.Conclusions	Feedbacks and reflection		10 min	

9 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55/60+

Instructors - trained educators

Duration of workshop – 90 min.

Teaching aids -projector and computers, smartphones with internet access, flipcharts

The subject of the workshop – *Genealogy on the web*

Learning objectives

The main objective – to learn how to search and browse genealogy pages

Specific objectives:

- to understand and get familiar with the term Genealogy
- to effectively find information about Genealogy on line
- what are a Database and Genealogy databases
- to create a personal list of reliable web sources about Genealogy

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
---------------------	-------------------------	-------------------------------	------	---

1. Introduction	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. What is Genealogy and how to get info about Genealogy	The trainer will start asking what is genealogy. Brainstorming working in a group with a flipchart or post it. Lecture of the trainer will follow Practical part: each participant will find info about genealogy on the web	Discussion, lecture - multimedia presentation, -Practical exercise	10 min 20 min	To acquire knowledge about genealogy To get familiar with finding info about genealogy on the web
3. Genealogy sources and databases	Theoretical part and explanations of the trainer on sources and databases about genealogy	Group discussion Practical exercises	20 min	Giving instructions/explanations
4. Consolidating new information and skills	Create a list of reliable sources about Genealogy. Share and check with the others. Working in pairs. Group working	Practical exercises	30 min	Practical part

5. conclusion	Feedback and reflection	Non-formal methods	5min	-----
---------------	-------------------------	-----------------------	------	-------

10 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55/60+

Instructors - trained educators

Duration of workshop – 90 min.

Teaching aids -projector and computers, smartphones with internet access, flipcharts

The subject of the workshop – *Social networking and blogs, a general overview*

Learning objectives

The main objective – to get knowledge of the use of social networks such as Facebook to communicate with other people

Specific objectives:

- to learn what is a social network and its futures and benefits
- to have a general overview of famous social networks (focus on Facebook)
- to discover facebook pages and blogs about genealogy

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological
---------------------	-------------------------	----------------------------------	------	------------------------------------

				remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. Review and discussion of the workshop content	What are a social network and a general overview of famous social networks? What are the uses and benefits of social networks	Discussion, lecture - multimedia presentation, group work	20 min.	Teamwork example dividing the class into two small groups presenting the brainstorming ideas
3. Focus on facebook	To discover facebook pages blogs groups about genealogy	Lecture theoretic part	20 min.	Giving instructions
4. Consolidating new information and skills by attempting to apply them in new situations	Searching and discovering pages on facebook about genealogy	Practical exercises	20min	Practical part .to practice while acquiring confidence in search.

<p>5. Checking the mastery of new knowledge and skills</p>	<p>Participants will create their group or page about genealogy on facebook</p>	<p>Presentation, discussion</p>	<p>20min.</p>	<p>Practical part. to get familiar and comfortable with social networks and device</p>
<p>6. Summary and end of workshops</p>	<p>Feedback and reflection.</p>	<p>Discussion</p>	<p>5 min.</p>	<p>-----</p>

11. Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, the examples of the traditional family trees, instruction of installation of the Anhenblatt.

The subject of the workshop 01 – Family tree

Learning objectives

Main objective - Getting familiar with the possibilities of the creation of the traditional and digitalized family trees,

Specific objectives:

- Student gets familiar with the examples of traditional family trees and a multitude of computer programs for building a family tree,
- Student can build his own, family trees from the traditional template for building,
- Student gets familiar with popular computer programs for building a family tree, especially Ahnenblatt,
- *participant appreciates intergenerational cooperation in the family.*

Course of workshops	Description of the task	Method of task	Time	Organizational -
---------------------	-------------------------	----------------	------	------------------

		implementation		methodological remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. Review and discussion of the workshop content	What do you need to build a tree? Necessary data for the construction of a tree. Examples of traditional family trees and a multitude of computer programs for building a family tree using ICT techniques The educator sums up the discussion.	Discussion, lecture - multimedia presentation	20 min.	The educator gives examples of traditional trees and computer programs for building trees
3. Practical skills in the field of building a family tree	Family trees of the participants from the traditional template for the construction of family trees.	Practical exercises	20 min.	Participants draw their trees by hand with a template
4. Making a decision about the type of	Selection and discussion of a computer program for building a family tree. Each of the participants is tasked to download it from the	Practical exercises	20 min.	The teamwork of participants: selection,

method of building a family tree	Internet and install the selected program, eg Ahnenblatt. Participants in groups (5 groups of 3 people - mutual consultations)			installation and diagnosis of the genealogy ICT program
5. Checking the mastery of new knowledge and skills	Task: To build a family tree of 2 to 3 generations. Inserting exemplar family personal data: ancestors and descendants based on the template. Groups demonstrate developed family trees. Discussion of performance errors.	Practical exercises	20 min.	Each participant builds a family tree of his own family
6. Summary and end of workshops	The participant determines what according to him makes the most difficult when using the selected program to build a tree.	Discussion	5 min.	-----



Co-funded by the
Erasmus+ Programme
of the European Union

12 Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, instructions of the using Ahnenblatt

The subject of the workshop 02 – Digitalized family tree – entering the text

Learning objectives

Main objective - Choosing and improving the use of the family tree program – Ahnenblatt

Specific objectives:

- Student learns about ICT software and hardware to help build a family tree
- Student understands the usefulness of ICT devices in everyday life: a computer, a camera, a smartphone, a printer/scanner
- Student can build a simple family tree using the Ahnenblatt program
- Student can work in a group

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. Review and discussion	ICT equipment is helpful for building a	Discussion,	15 min.	The educator

of the workshop content	family tree. Discussion of a computer program on the example of Anhenblatt The educator sums up the discussion.	lecture - multimedia presentation		discusses the pros and cons of ICT programs.
3. The equipment necessary for the creation of modern family trees - the systematization of knowledge	The function of ICT equipment in the construction of a family tree: a computer, a camera, a smartphone, a printer/scanner.	Discussion, lecture - multimedia presentation	15 min.	Participants present the ability to enter text into Word
4. Making decisions on the type of method of building a tree in ICT technology	Task: To build a family tree of 4 to 6 generations. Inserting family personal data: ancestors and descendants Using the Anhenblatt program. Groups demonstrate developed family trees. Discussion of performance errors.	Practical exercises	20 min.	The teamwork of participants: selection, installation and diagnosis of the genealogy ICT program
5. Checking the mastery of new knowledge and	Each group demonstrates the developed family tree as a project [e.g. .ahn file]	Practical exercises	20 min.	Each participant builds a family

skills	Discussion of executive errors.			tree of his own family
6. Summary and end of workshops	The participant determines what according to him makes the most difficult when using the selected program to build a tree.	Discussion	5 min.	-----

13. Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, instruction of the using the XnView, instruction of the using the Anhehblatt

The subject of the workshop 03 – Digitalized family tree – entering the photos

Learning objectives

Main objective - Getting familiar with the possibilities of the creation of the traditional and digitalized family trees,

Specific objectives:

- Student learns about ICT software and hardware to help build a family tree
- Student understands the usefulness of ICT devices in everyday life: a computer, a camera, a smartphone, a printer/scanner
- Student can use a camera, copy photos and upload photos to Anhehblatt program
- Student can upload photos to Anhehblatt program,

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----

<p>2. Review and discussion of the workshop content</p>	<p>Digital vs analogue photography. How to enter family photos into a computer? The educator discusses the differences between copying digital photographs and scanning analogue photography. The educator sums up the discussion.</p>	<p>Discussion, lecture - multimedia presentation</p>	<p>20 min.</p>	<p>The educator gives examples of digital and analogue photography</p>
<p>3. Practical skills of photo retouching</p>	<p>How to refine photographs - the basics of photo retouching. Discussion of photo retouching programs on the XnView example. Task: independently download and install photo processing program, eg XnView</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Participants install XnView</p>
<p>4. Preservation of acquired knowledge and skills by trying to use them</p>	<p>Participants in groups (5 groups of 3 people) are supposed to continue the family tree of 4 to 6 generations by inserting family portraits of the family: ancestors and descendants/scans of old photographs, selfie</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Participants continue to create a simple family tree</p>

<p>5. Checking the mastery of new knowledge and skills</p>	<p>Each group demonstrates the developed family tree as a project [e.g. .ahn file] Discussion of executive errors.</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Expansion of the family tree of the participants</p>
<p>6. Summary and end of workshops</p>	<p>The participant determines what according to him makes the most difficult when using the program to build a tree and to the preparation of the photos.</p>	<p>Discussion</p>	<p>5 min.</p>	<p>-----</p>

14. Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, the examples of the traditional family trees

The subject of the workshop 04 – Searching data in the genealogical databases

Learning objectives

Main objective - The use of internet searches for the development of a family tree.

Specific objectives:

- Student uses the skills of using search engines
- Student is able to search for record genealogy data,
- Student can use online genealogical databases.
- to learn about the advantages of online databases and search engines scans of record books
- to learn about search engines with surnames of names

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks

1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. Review and discussion of the workshop content	Discussion of the methodology of online genealogy searches; "Online outline" Variety of online query formulations. Records of information on disks	Discussion, lecture - multimedia presentation	20 min.	The educator demonstrates methods of online searches
3. Using „Online outline”	Internet genealogy searches using original ideas on. "Online outline".	Practical exercises	20 min.	Email accounts, a test of active links from online mail.
4. Practising skills through attempts to use them	Participants in groups (5 groups of 3 people) practice online searching for scanned book records and indexed databases of names	Practical exercises	20 min.	Digital record of obtained genealogical information
5. Checking the mastery of new knowledge and skills	Participants present their found genealogy data and their use in building a family tree. Discussing the methods of writing data in the	Practical exercises	20 min.	Inserting the obtained data into the family tree

	tree.			
6. Summary and end of workshops	The participant determines what according to him makes the most difficult when using the selected program to build a tree.	Discussion	5 min.	-----

15. Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, the examples of the traditional family trees

The subject of the workshop 05 – Saving, export and printing the family trees

Learning objectives

Main objective – Presentation of family genealogy

Specific objectives:

- Student improves the use of ICT for building a family tree
- Student can save, export and print a family tree
- can propose various forms of presentation of studies and genealogical documents

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----

<p>2. Review and discussion of the workshop content</p>	<p>A demonstration of the possibilities of presenting family genealogy in various forms. Discussing their advantages and difficulties in implementation. Discussion about the choice of the form of presentation.</p>	<p>Discussion, lecture - multimedia presentation</p>	<p>20 min.</p>	<p>The educator demonstrates different ways of finally presenting his genealogy</p>
<p>3. Practical skills to protect data from loss</p>	<p>Presentation of ways to save, export, send via e-mail made family trees Presentation of ways to save, export, send</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Participants save, export and send files with their own family trees</p>
<p>4. Printing of the family tree</p>	<p>Presentation of patterns of printed family trees. Preparation of files for printing. Selection of printing equipment.</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Participants prepare files for printing themselves.</p>
<p>5. Checking the mastery of new knowledge and</p>	<p>Presentation of printed family trees</p>	<p>Practical exercises</p>	<p>20 min.</p>	<p>Each participant presents a family tree of his own</p>

skills				family
6. Summary and end of workshops	The participant determines what advantages and disadvantages, according to him, have different projects and programs for creating graphic forms of the genealogy of the family.	Discussion	5 min.	-----

16. Name of a series of workshops - The acquisition of practical skills related to ICT

Place of execution - seminar room

Participants in the workshops - senior citizens 55+

Instructors - trained educators

Duration of workshop - 90 min.

Teaching aids -computer, projector, smartphones with Internet access, camera, the examples of the traditional family trees

The subject of the workshop 06 – Family tree in the smartphone

Learning objectives

Main objective – Choice and basics of using the mobile application to build a family tree

Specific objectives:

- Student learns about ICT software and hardware to help build a family tree
- understands the usefulness of ICT devices in everyday life: a computer, a camera, a smartphone, a printer/scanner
- can use a smartphone application to build a simple family tree
- can work in a group

Course of workshops	Description of the task	Method of task implementation	Time	Organizational - methodological remarks
1. Organizational - ordering activities	Greeting, presentation of workshop objectives.	Discussion	5 min.	-----
2. Review and	Discussing the possibility of applying a multitude	Discussion,	20 min.	The educator

discussion of the workshop content	of applications in mobile phones.	lecture - multimedia presentation		demonstrates various applications
1. Getting to know new skills and comparing them with already purchased ones	The use of a smartphone-modern mobile phone to create a family tree. Application installation.	Practical exercises	20 min.	Participants install various selected applications to family trees
2. Strengthening new skills by trying to use them	Participants in groups (5 groups of 3 people) have to build a family tree consisting of several generations in the application in their smartphones.	Practical exercises	20 min.	The participant builds a simple family tree using the mobile application
3. Checking the mastery of new knowledge and	Each group demonstrates the developed family tree on your smartphone. Export/import Geddom file	Practical exercises	20 min.	Each participant presents a family tree of his own family

skills				
4. Summary and end of workshops	The participant determines what advantages and disadvantages, according to him, have programs for building a tree in a computer and smartphone.	Discussion	5 min.	The educator collects students' opinions about applications in the genealogist's work



Co-funded by the
Erasmus+ Programme
of the European Union

ANNEX: Instructions to the scenarios

SCENARIO 1: Creating, copy, paste of the files

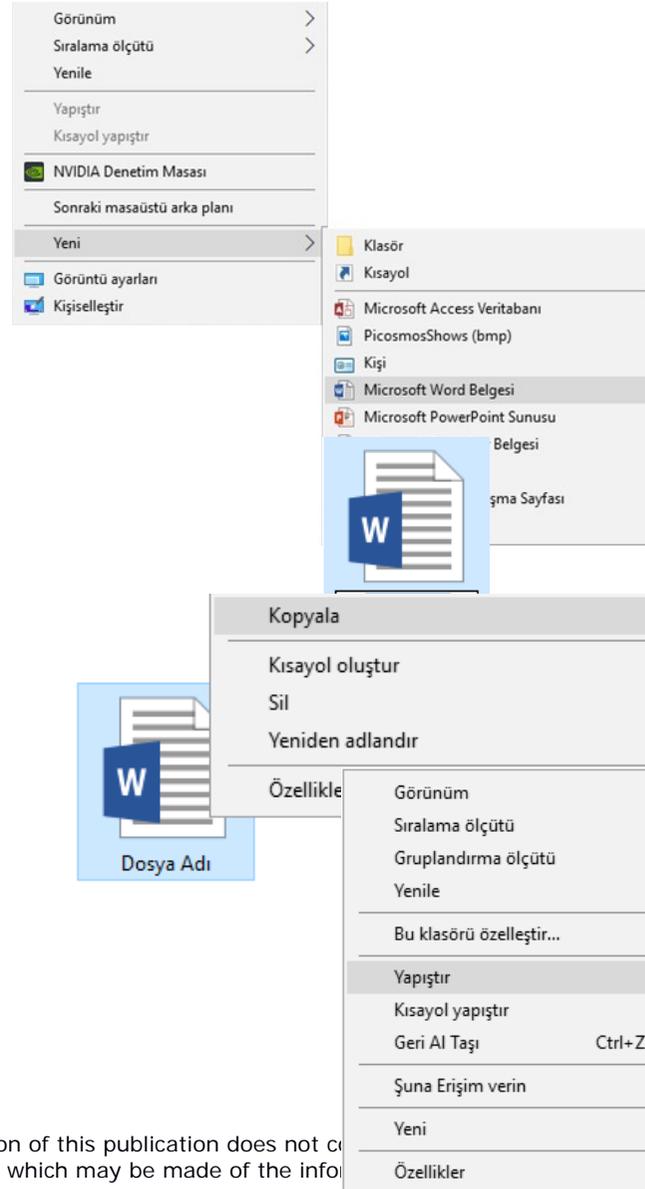
1. Step: when the cursor is on a

2. Step: from the screen, click on

3. Step: Name the file (document)

4. Step: to copy the file you created,

5. Step: choose 'copy' option on the



blank space, click right to create a file.

'New' and then microsoft word document option.

you created.

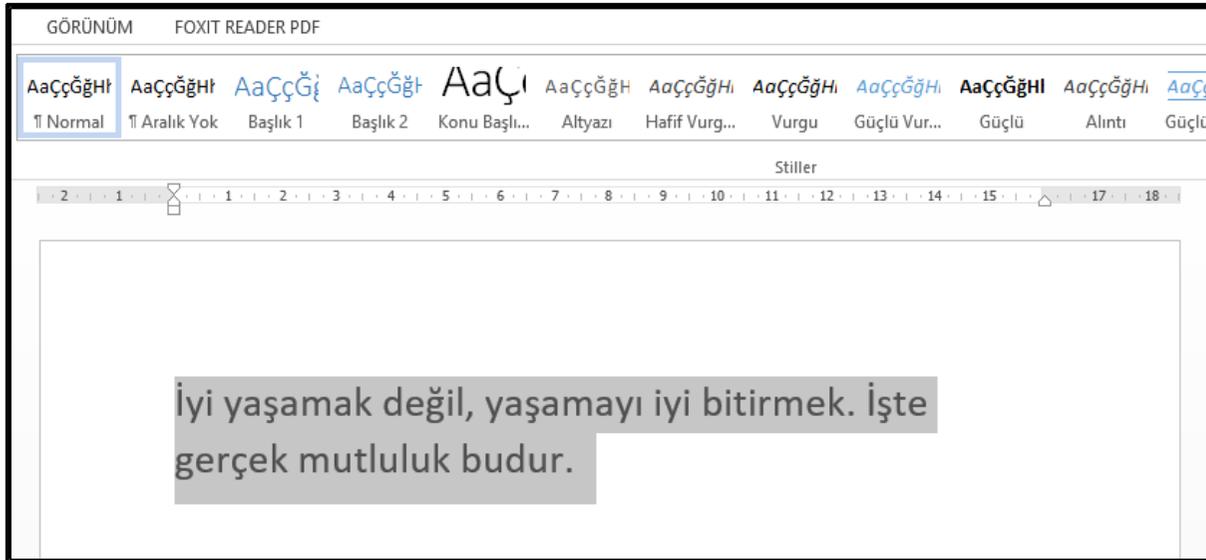
click right when the cursor is on the file (doc).

screen.

6. Step: go into the file that you want to copy the document.

7. Step: Click right when you are in this file. From the window, click 'paste' or press CTRL+V

SCENARIO 2: EnteringText



1. Step: Write the text reflected from the projection tool. Use the mouse pointer to move to the beginning or end of the selected text, drag and hold the left mouse button to the desired direction and select.

Formatting	Toolbar Button	Explanation
Font		It ensures that the text is underlined.
Font Size		The size of the text is changed.
Bold		Enables writing to be darker..
Italic		It allows the articles to be written in a slant.
Underline		It ensures that the text is underlined.

2. Step: Change the formatting of text using the font, size, colour, bold, italic, and underline properties of selected text by clicking the buttons above.

SCENARIO 3: Copy, paste of the text

You can copy and duplicate the desired parts within or among the document(s) selecting and coping. In order to copy, select the desired part and complete the progress using one of the methods below:

a. Entrance (Home) button:

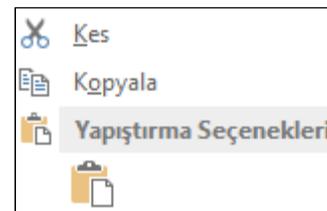
1. click 'copy' button.
2. click on the place that you would like to copy the
3. click on paste.



selected part.

b. The menu opening when you click right:

1. click on 'copy'.
2. Right-click the place to paste the selected section.
3. click 'paste'.



c. Keyboard shortcuts:

1. Click on CTRL ve C buttons.
2. Click where you'd like to paste the selected section.



3. Click on CTRL ve V buttons.



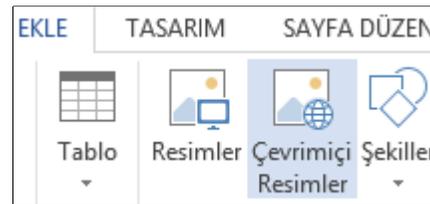
To move in a document or among documents, you can apply the above steps with the ‘Cut’ feature instead of Copy. The keyboard shortcut of the interrupt is the CTRL and X keys.

Düğme Adı	Simgesi	Kısa yol
Kopyala		CTRL+C
Kes		CTRL+X
Yapıştır		CTRL+V

SCENARIO 4: Entering the Photos

To add an image onto your document from the Internet:

1. Click ‘the Online Pictures’ button of the Insert



tab.

2. Type all or part of the name of a describes the thumbnail you want



word or phrase or thumbnail file that in the text box.

3. Press 'Go'. It will be shown in the results list pane of the written word.
4. Select a picture from the list of results by clicking the image you want.
5. Click the 'Add' button. You will see the image you have selected added to your document.

SCENARIO 5: Copy-paste the Photos

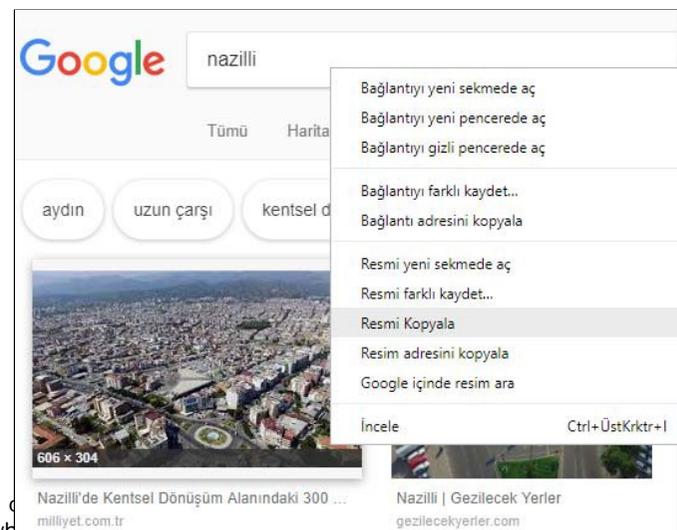
To copy and paste an image we have searched on the

Internet into your document:

1. Run the Web Browser (Google Chrome)
2. Enter the address bar "www.google.com."
3. Click the Images tab.
4. Type the whole or part of the name of a word or statement or thumbnail file that describes the picture you want into "the Search box"



5. Press the Search button. It will be shown in the results list pane of the written word.
6. When you are on the mouse.
7. Click 'copy the photo' option



will be shown in the results list pane of the

document you d like to add, right click the



8. Click on where you d like to add the photo.
9. Either click on 'paste'  or click on CTRL+V

SCENARIO 6

Open a web browser:

There are different ways to open a web browser depending on what device you are using, but they're all basically the same.

Find the icon (small picture) for the browser and select it. The browser will open and display a 'home page' from where you can access the internet.

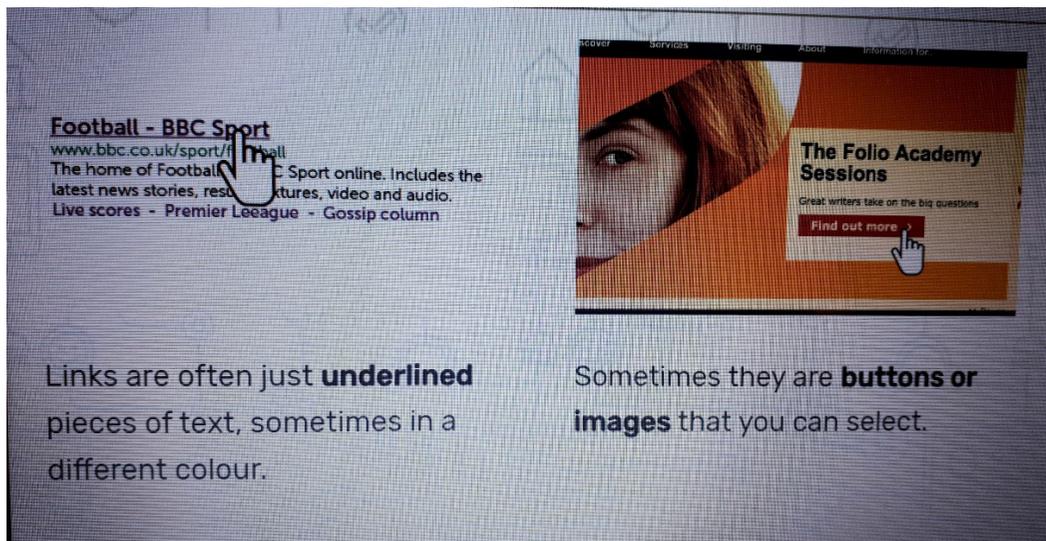




Once you have opened a web browser you are ready to open a website. Let's practise how to open websites.

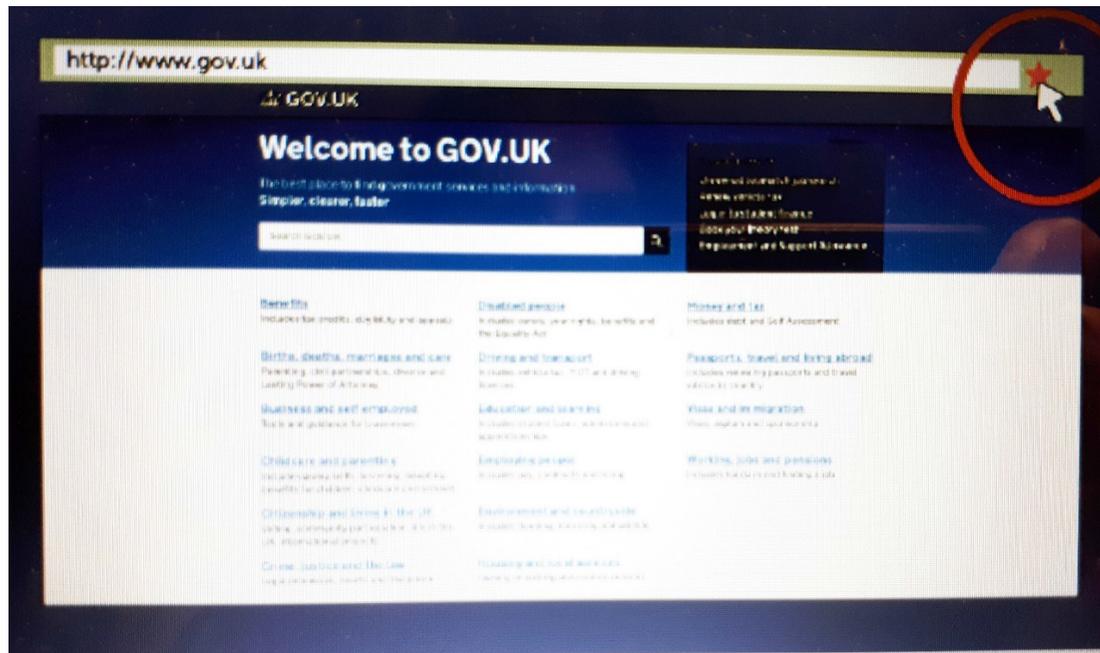
If you know the website address you can go to the right website by typing it into the address bar.

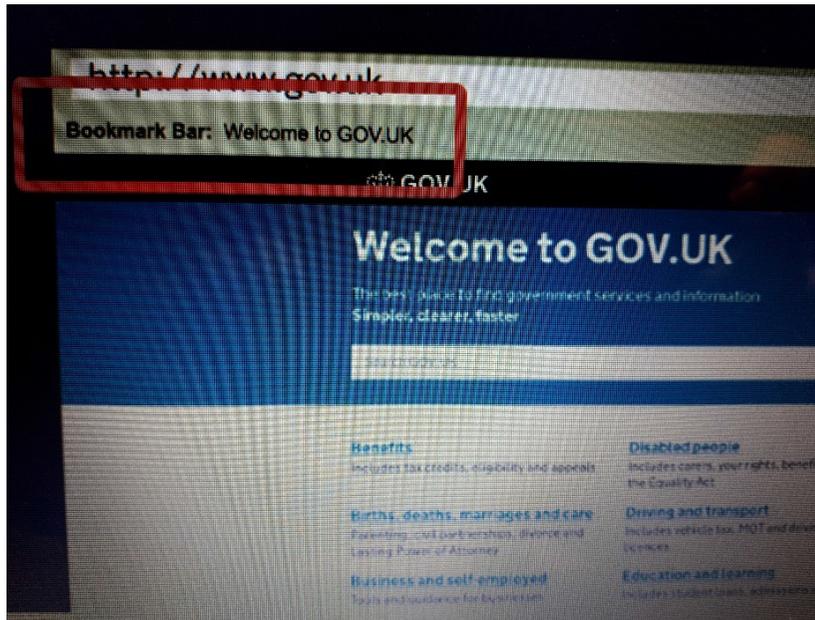
The address bar is the white rectangle at the top of the browser. Try this out now, select the address bar and type **www.bl.uk** then press the **Enter** key, to see the British Library website



Bookmarking a website is like bookmarking a page in a book □ it helps you find the page you want quickly in future.

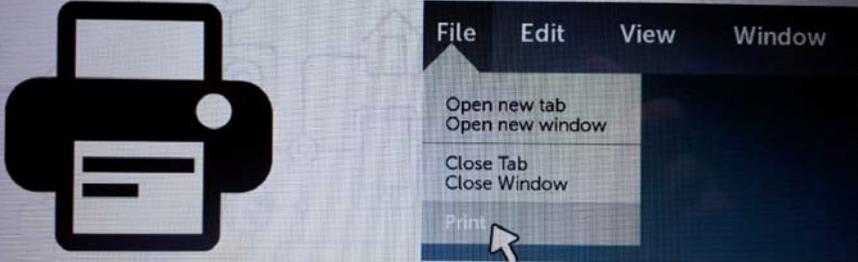
Different browsers have different names for bookmarks. For example, Chrome and Firefox call them **Bookmarks** but Internet Explorer calls them **Favourites**. They all mean the same thing and work the same way.





Printing a page:

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

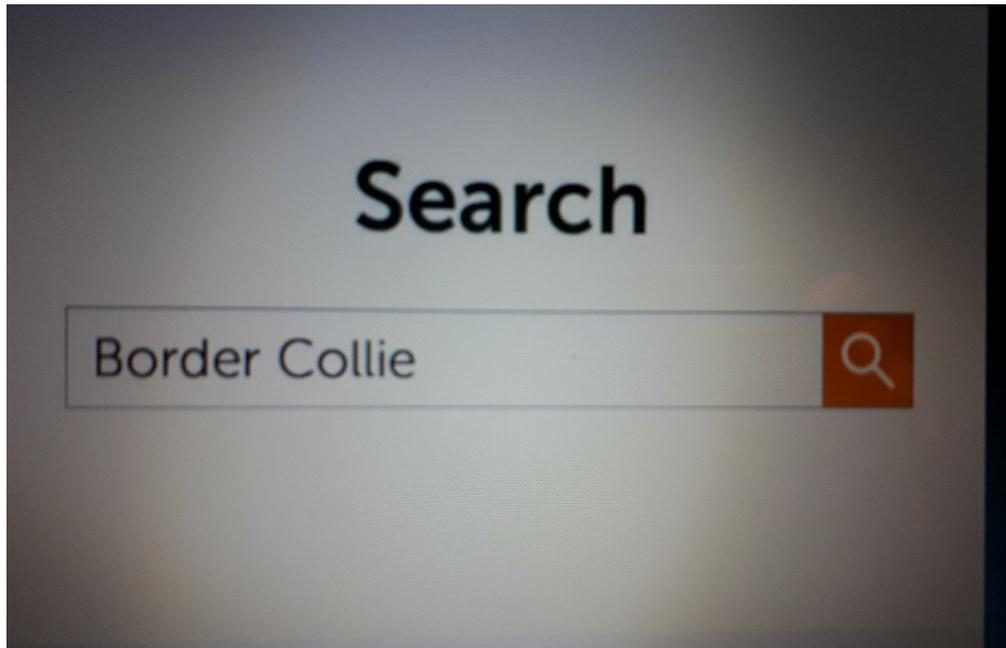


Some browsers have a **Print** button that you can select to print the web page you are on.

You can also print by selecting the **Print** option from the **File** menu in your browser.

Search engines like Google, Bing and Yahoo can help you find websites, facts and other information. If your spelling isn't great, search engines can help you spell words and give you suggestions if

you aren't sure. Don't worry if you are not sure.



Search engines are not the only way to find information on the Internet. Many websites have their own search facility to help you find information within their sites.

A Search engine:

- searches for information on the whole Internet

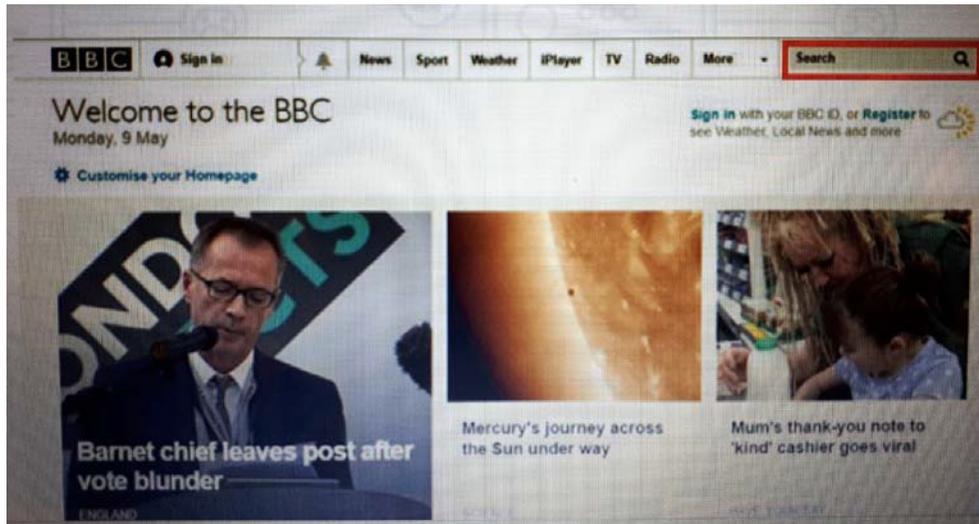


- groups the results into websites, images, videos, etc
- will recognise a word if you spell it incorrectly

A website search:

- only gives results from that website
- groups all results together into a single list
- doesn't usually suggest alternatives for misspelt words

Example of website search:



Internet safety:

Giving definitions/explanations of the following terms:

Viruses , Trojan, Spyware

Antivirus Software, Spyware software, Firewalls

It is important to update your anti-virus protection regularly to ensure you are protected against the latest viruses.

When you buy a computer, you will often get a few months free use of anti-virus software, like **Norton** or **McAfee**. Make sure you renew or replace this when the trial runs out.



Avast is one of a number of providers that offer **free** anti-virus software so the cost doesn't have to be an issue.

The **Get Safe Online** website is a great source of up-to-date information and advice.

Extra useful sources to consult:

www.learnmyway.com

www.digitalunite.com

SCENARIO 7

Copyright, terms and conditions

At some point, you may like to use content that you see on the web, such as photos or text.

But don't forget that websites and their content may be **copyright protected** in the same way, that books are.

You should not use images from a website or content from online documents without first getting the **permission of the website owner**.

Make sure you read the website's **Terms & Conditions** before you download anything.

Images on websites come in a variety of formats. These images usually have small file sizes and so are quick to save. Some higher-quality images have larger file sizes.

Most images you can download are in a format called **JPG** (pronounced "jay-peg").



Many websites contain documents or forms that you can download. The most common format for downloadable documents is the **Portable Document Format** □ otherwise know as PDF.

You can find a lot of links on youtube related to how to save images from the internet ex.:

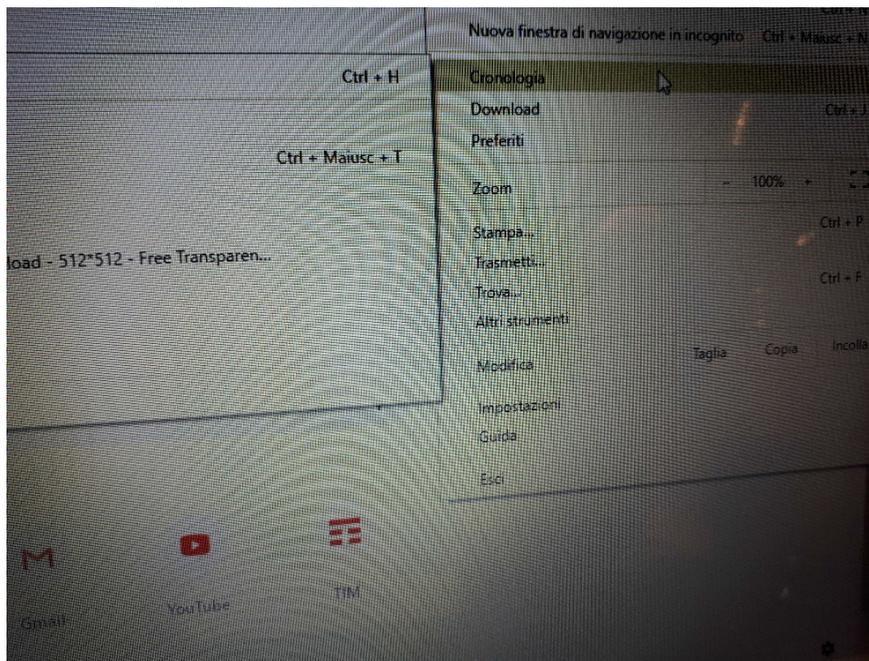
<https://www.youtube.com/watch?v=81uUus6□ZYQ>

-Giving an explanation and showing Google and Google Chrome

After that explaining :

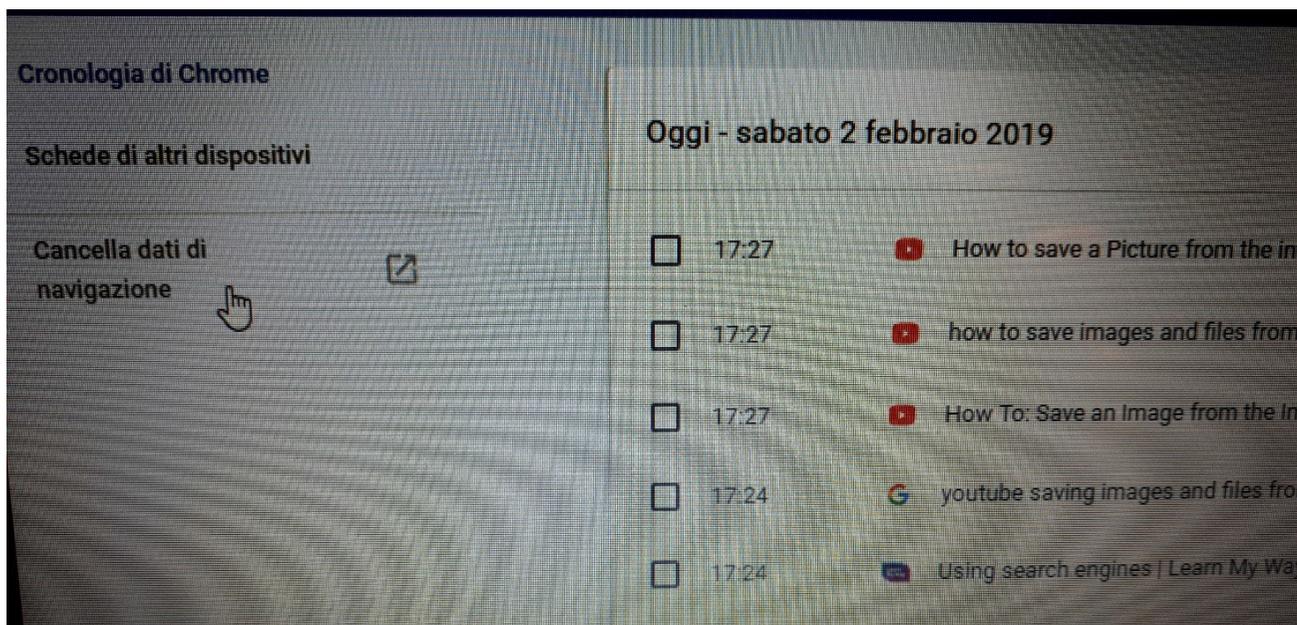
Internet history:

Open google chrome page and go to the top right of the page and select cronology



How to erase chronology:

Click on chronology and go down and find the link “Delete Chronology”



Extra info at:

www.learnmyway.com

www.digitalunite.com



Co-funded by the
Erasmus+ Programme
of the European Union

SCENARIO 8

Discovering Google Apps <https://www.youtube.com/watch?v=jMWrsRNveSI>

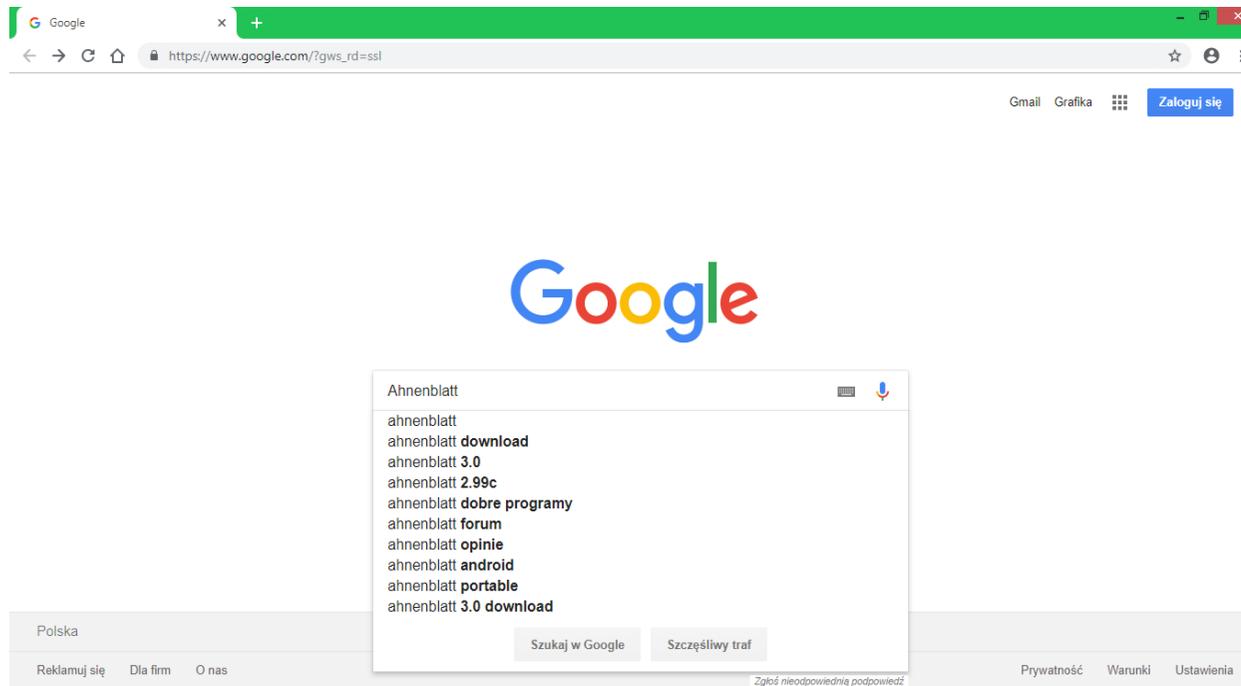
How to create a Gmail account video on youtube links :

<https://www.youtube.com/watch?v=eMS2iPtCzgz>

<https://www.youtube.com/watch?v=koJIF6YDqqA>

SCENARIOS 11-12

1. In the www.google.pl search engine, write "Ahnenblatt" and press Enter."



2. Select the Ahnenblatt program page.



Co-funded by the
Erasmus+ Programme
of the European Union

3. Select the Download button

4. Choose the full version of the program: Download - Full Version.

Wait until the file is downloaded.

During the classes, the version from pendrive conveyors is preferred

5. In the Downloads folder, select the 'absetup' installation file and double click.

6-9. Follow the installation process by clicking Next>.

10. Finally, select Finish, and the program will start.

An icon like this, will appear on your desktop.



11. If you want to create a new genealogical tree, click New Family.
 12. If you need to change the language version of the program, click the Language tab and select the one from the list.
 13. Enter your surname, first name and choose the first person gender (for example yourself).
 14. In the next window you can fill in next data: Date and place of birth, occupation, and in the case of the deceased person, the date and place of death.
- After completing the data entry, press the green button.
15. To save your work, click: Save.



Co-funded by the
Erasmus+ Programme
of the European Union

16. Select the folder in which you want to save the file.

File extension. Ahnen - file - is editable only in this program.

The GEDCOM file is the most popular and universal. You will open it in any genealogy program.

17. When we click on an entered person, we can see information about it in the upper window.

18. Click on the blue rectangle to enter your father's data. And then click: Yes.

19. In the same way as before, enter your father's name. In the next window, fill in further data and confirm.

20. Add your mother in a similar way.

21. With the '+' button you can add a husband or wife to a person.

22. By clicking on the gray rectangle you can add children of the selected pair.

23. In this way, we already have three generations of our family.

24. When you want to restart the program, double-click the icon.

To return to previous work effects, select Open recently developed. Or select Open existing family files and search for the file in the appropriate folder.

25. In the next steps, add your grandparents.



Co-funded by the
Erasmus+ Programme
of the European Union

And if you have information, also your great-grandparents.

26. The level of advancement depends on the state of our knowledge about the family. Over time, it will develop.

27. Double-click on the selected person or on the pencil icon.

28. Go to the Pictures / data tab.

29. Click the '+' button

30. Select the folder in which you have previously prepared portraits.

Then click Open.

A window will appear asking if you want to copy photos to the media directory. We recommend clicking Yes.

31. The picture will appear in this part.

At the end, confirm with the green button.

32. In the general view, the person's portrait is visible in the upper left corner.

33. Click the 'Board' button.

34. In the upper tabs, you can select the type of tree to print. In our case, it's best to use the 'hourglass'. He will show our ancestors and descendants.

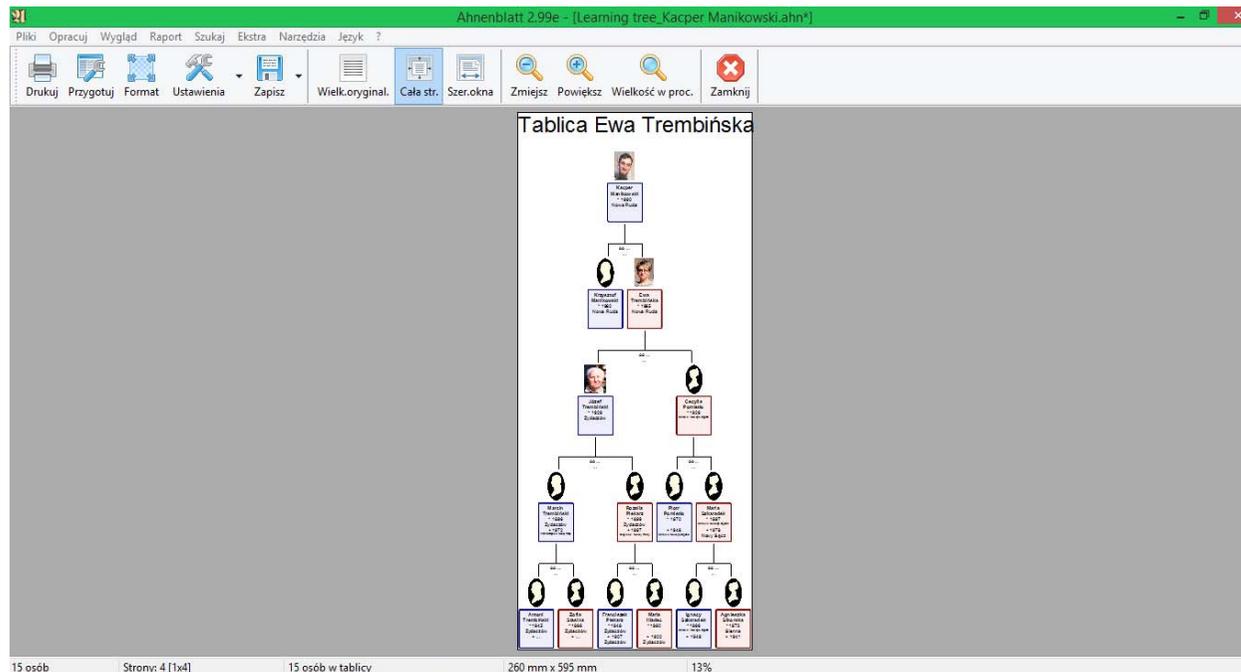
Here you can set options related to people presentations.

35. At this point, you set the color and appearance of the frames.
In this place you will select the data of people visible in the tree.

36. After specifying the option, you should choose the person for whom you generate the tree. Choose from given or search for all people.

37. You can save them in the selected format by clicking 'Save'. Change settings, format or directly print.

The generated tree looks like this.





Co-funded by the
Erasmus+ Programme
of the European Union

This project has been funded with support from the European Commission. This publication (communication) reflects the views only of the author, and the Commission cannot be held responsible for any use check with may be made of the information reported their therein.