

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 1





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises. The solutions that are not given directly at the end of the exercise are on the next page.



## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 1, make sure you have first completed the exercise before looking at the answers ;)

1. To take photos while walking, you need a smartphone (answer c)
2. To enlarge a text message with your fingers on the screen, you need a smartphone (answer c)
3. The “senior” phone has the same features as a classic phone (answer a)
4. To watch a film on the train while traveling light, the tablet is better (answer b)
5. The pin code or password on your phone is important because it prevents unauthorized people from authorized to have access to it (answer b)
6. The most secure password is answer c! 7. For password choice methods, answers a and c are the best options!

So what's your score?  /7

Did you expect it? Were there any surprises? If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 2





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

 /10





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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises. The solutions that are not given directly at the end of the exercise are on the next page.



## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 2, make sure you have first completed the exercise before looking at the answers ;)

1. Answer b is the correct answer
2. Answer b is the correct answer
3. Answer c is the correct answer

So what's your score?  /7

Did you expect it? Were there any surprises? If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

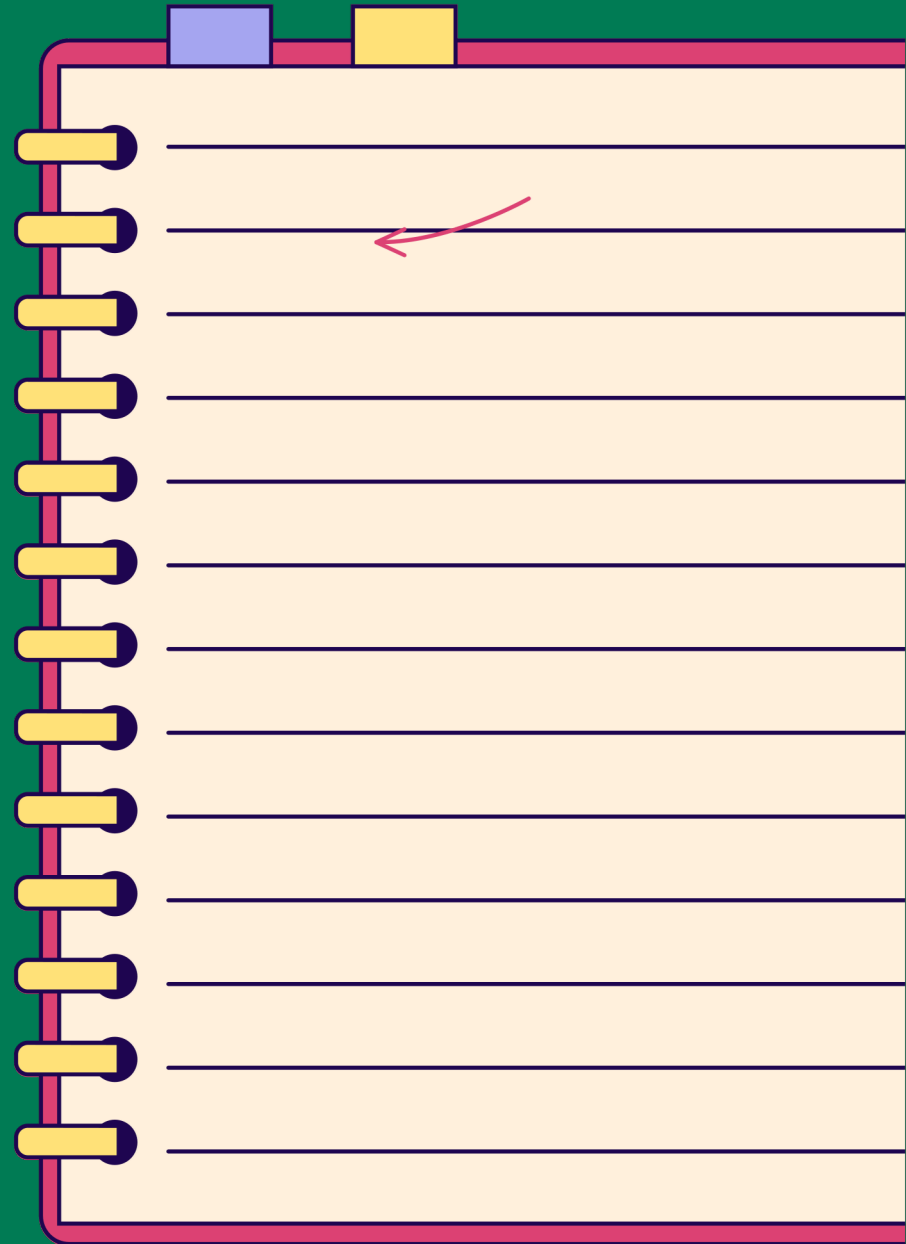
What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 3





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises. The solutions that are not given directly at the end of the exercise are on the next page.





## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 2, make sure you have first completed the exercise before looking at the answers ;)

1. Answer b is the correct answer
2. Answer b is the correct answer
3. Answer c is the correct answer

So what's your score? /3

Did you expect it? Were there any surprises? If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

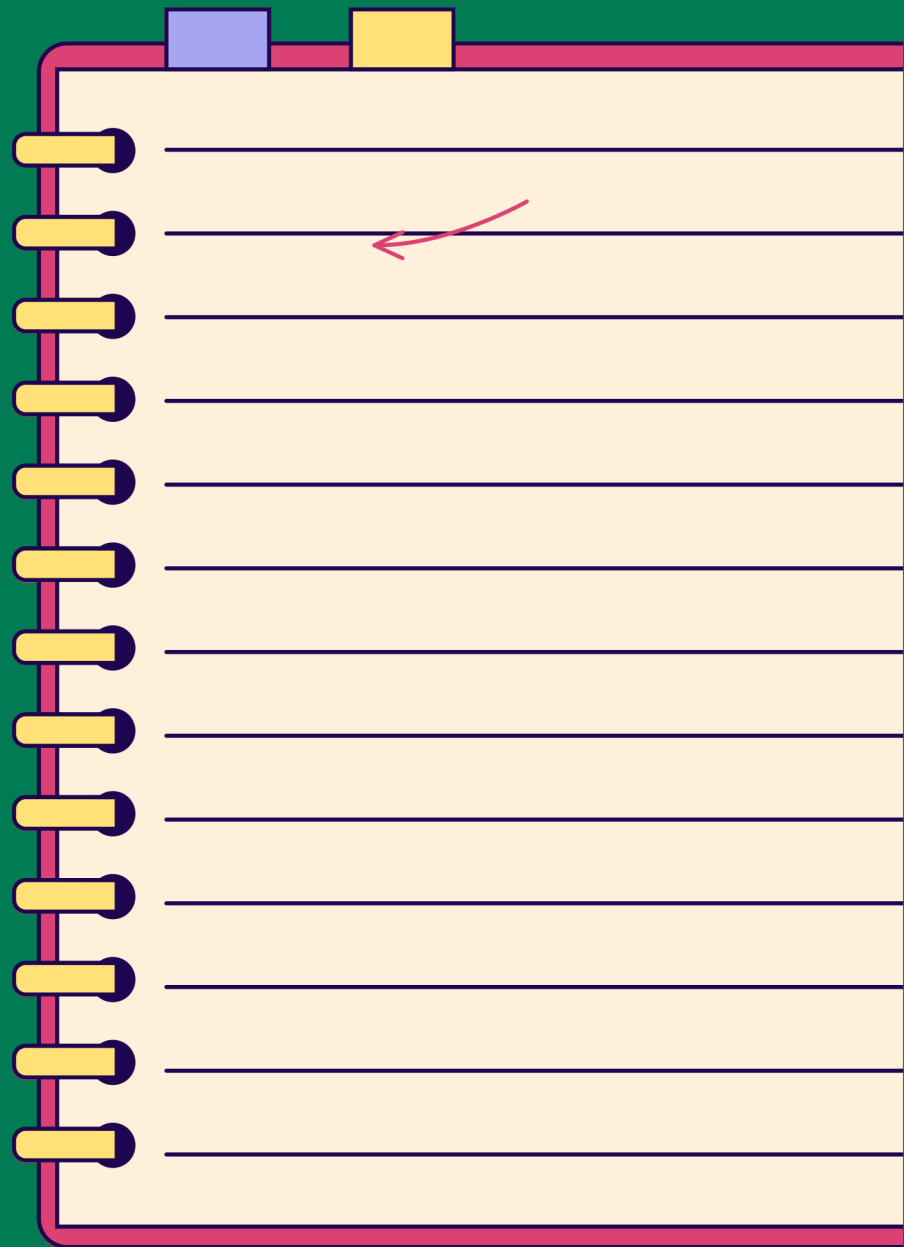
What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 4





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

After the exercise and at the end of the module, take the confidence test available on the platform for this module (via the summary sheet).

Following this confidence test, how many...

- Yes?  /8
- No?  /8

If you compare these results to your confidence expressed at the beginning of the module (page 1), have you improved your score? What remains difficult? Don't hesitate to review certain parts of this module!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 5







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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

After exercise 1, how do you feel? Was the exercise easy?

Regarding the second exercise, the answers are on the next page!



## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 4, make sure you have first completed the exercise before looking at the answers ;)

1. The recommended format is answer b
2. The best ranking is answer b
3. The most efficient practice is answer b, but a is correct too, although it takes longer time
4. The correct method is answer b
5. The correct method is answer b
6. The correct answer is d: everything is correct!
7. The correct answer is b

So what's your score? /7

Did you expect it? Were there any surprises? If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 6





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!





## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

What was your final score?  /100

What questions did you make mistakes on? What answers were correct?



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

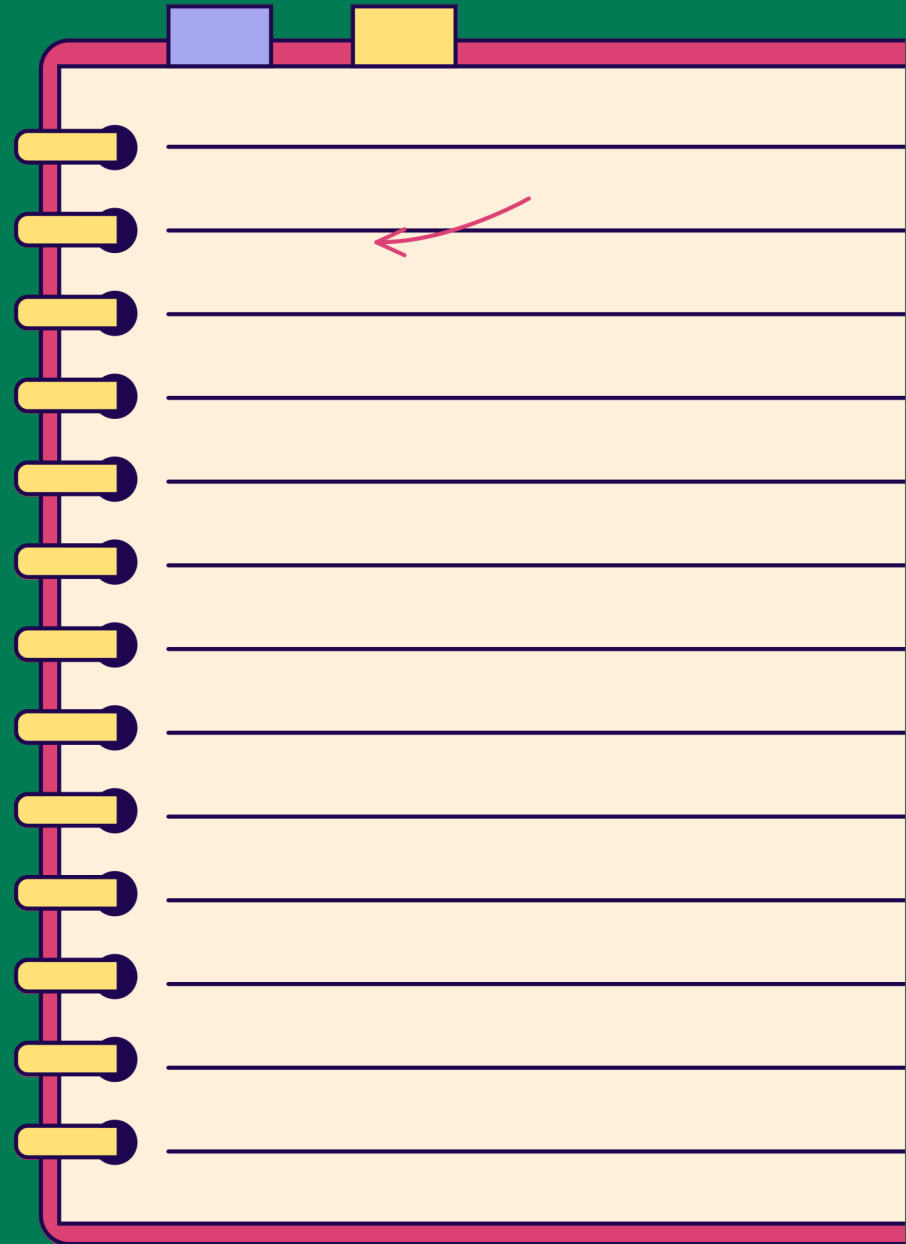
What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

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## MODULE 7





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



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## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.



## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 7, make sure you have first completed the exercise before looking at the answers ;)

1. Here are some examples of document formats for creating text: .docx (Microsoft Word), .odt (OpenDocument Text, on Apple), .txt (plain text file, without formatting), .pdf (Portable Document Format, if editable), .pages (format used by Apple Pages)
2. To perform a mathematical operation (spreadsheets and calculation software): .xls (Microsoft Excel, old format) or .xlsx (Microsoft Excel, modern format)
3. To create an image (graphics and drawing): .jpg (JPEG, compressed image format), .png (Portable Network Graphics, lossless image format), .gif (Graphics Interchange Format, often used for animations)
4. To listen to music (audio and music): .mp3 (very popular compressed audio format), .wav (Waveform Audio File Format, uncompressed audio), .m4a (audio format often used in Apple products), .wma (Windows Media Audio, Microsoft's proprietary format)
5. False - by protecting your account, you protect your content (photos, videos etc)
6. With Whatsapp, you can do actions 1, 2, and 4.

So what's your score? /6

Did you expect it? Were there any surprises?

If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?



SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 8





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



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## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.



## SOLUTIONS TO THE EXERCISES

Attention, here you have all the solutions to the exercise proposed for module 8, make sure you have first completed the exercise before looking at the answers ;)

1. The correct answer is answer b.
2. The correct answer is b (and c too, even though we don't recommend it at all!)
3. The correct answer is b
4. The correct answer is a
5. The correct answer is c
6. The correct answer is b
7. The correct answer is a
8. The correct answer is a
9. The correct answer is b
10. The correct answer is b

So what's your score? /10

Did you expect it? Were there any surprises?

If something is unclear, don't hesitate to review the corresponding part of the course!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic? /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 9





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10





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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



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## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises. The correction for the exercise is available directly after them.



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

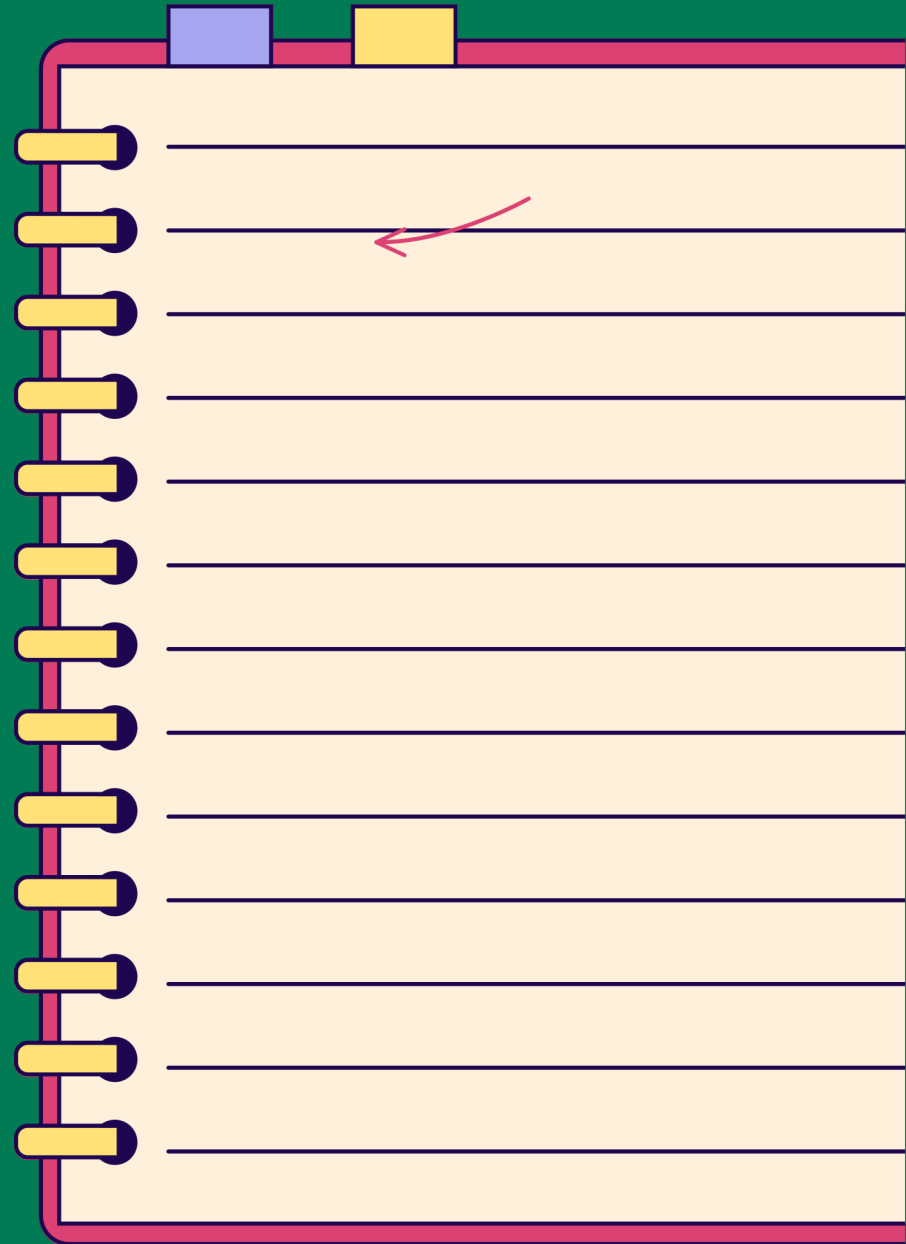
What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 10





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



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## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?



SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 11





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

Which exercise did you find easiest? Why?

Which exercise did you find the most difficult? Why?

Is there an exercise you haven't been able to do?

Don't hesitate to review the parts of the module corresponding to your difficulties!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 12





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!





## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

Now that you have your notification management plan made, all you have to do is apply it by changing the settings as you learned in the course!

Was this exercise difficult for you?



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 13





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

What is your confidence test result before doing the module?

1. Part 1, I checked the following options:

2. Part 2, I checked the following options:

3. Part 3, I checked the following options:

After the module, was I able to check more boxes? Yes ☐ No ☐

Part 1, I checked the following options:

Part 2, I checked the following propositions:

Part 3, I checked the following propositions:

Well done, what an evolution!

For elements that remain more difficult, do not hesitate to review the corresponding part of the module!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 15







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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.

What is your confidence test result before doing the module?

1. Part 1, I checked the following options:

2. Part 2, I checked the following options:

3. Part 3, I checked the following options:

After the module, was I able to check more boxes? Yes ☐ No ☐

1. Part 1, I checked the following options:

2. Part 2, I checked the following propositions:

3. Part 3, I checked the following propositions:

Well done, what an evolution!

For elements that remain more difficult, do not hesitate to review the corresponding part of the module!



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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

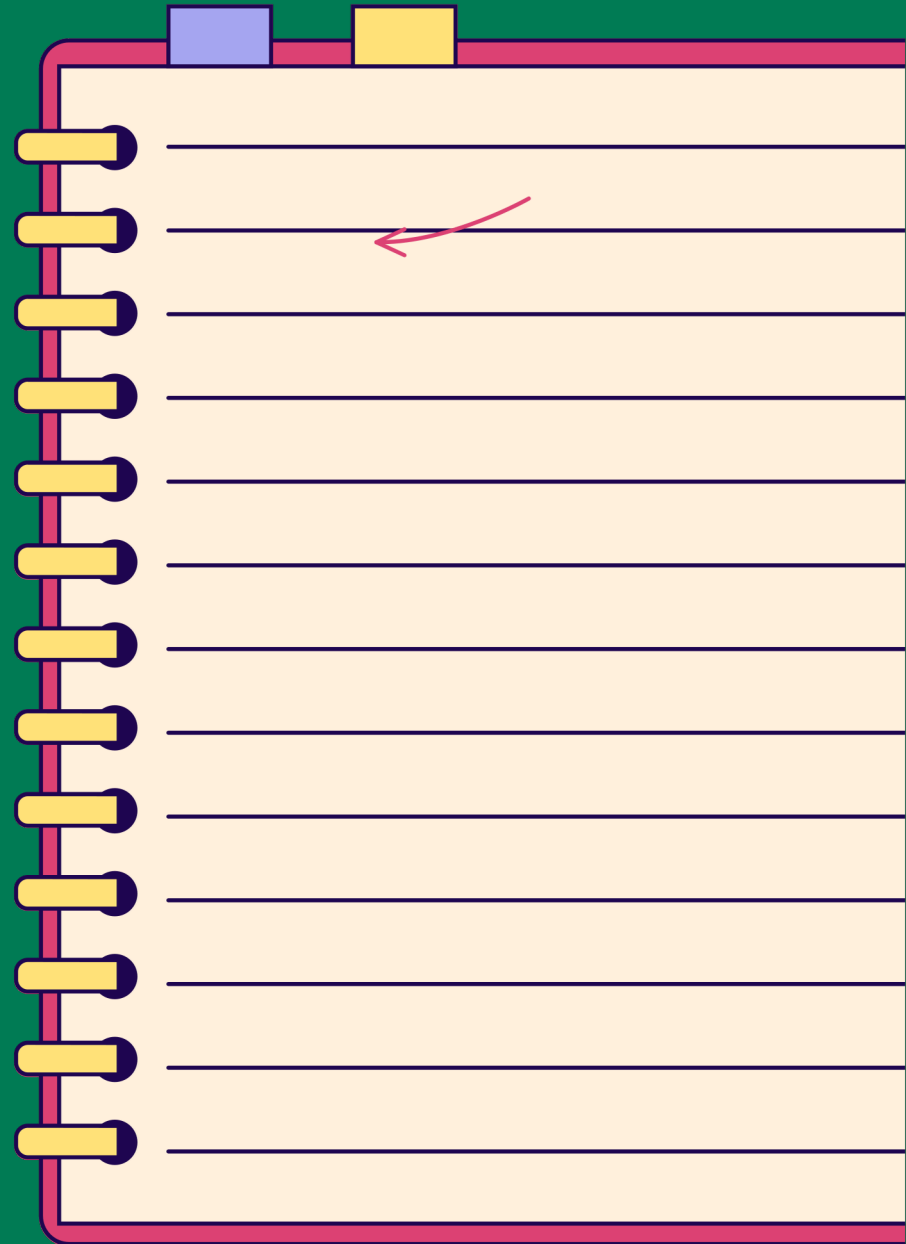
What will you implement following this module?

What subject do you want to explore further?

SKILLS TO CONNECT ONLINE TRAINING

# LOGBOOK

## MODULE 16





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## BEFORE WE BEGIN... MY REPRESENTATIONS

Reflect on your pre-conceptions, your knowledge of the concepts covered in the module and note them below.

Let's do a quick check before diving into the training content. How do you feel?

On a scale of 1 to 10, how comfortable do you feel about this topic?

/10



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## MY NOTES

Make a note here of the information given in the module that you want to remember, you can come back to it whenever you want!



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## MY EXERCISES

Write down your answers to the exercises on this page, this will allow you to compare your answers to the solutions that will be given at the end of the exercises.





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## LEARNINGS

This module is now complete! It's time for a little debrief: What did you learn in this module? What do you remember?

Do you feel more comfortable with this topic?  /10

Do you feel like you have gained new knowledge or skills?

What will you implement following this module?

What subject do you want to explore further?