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MODULE 01

DIGITAL TOOLS

DIGITAL RURAL EUROPEAN ART
AND MEMORY



Project partners



Project DREAM
Digital Rural European Art and Memory
2025-1-SK01-KA210-ADU-000360122



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How to use this E-book

You can read this material before, during, or after the session. Each section introduces a concept and connects it to a simple activity. The activities are designed to be practiced on a real computer, preferably with guidance during the training.

Don't try to memorize everything. Read, try, repeat, and check. If something isn't working, look at the message on the screen, go back to the previous step, and ask with specific information: what you were trying to do, what you pressed, and what message appeared.

At the end, you'll find an integrated activity, a basic glossary, and a final reflection. The goal is for you to finish the module with a small piece of practical evidence: an organized folder, a created document, a reliable search, and a file ready to share.



*Cathedral of Santiago de Compostela,
Spain.*

MODULE INFORMATION

 Module number 01	 Level Beginner
 Topic Basic digital tools and computer skills	 Format Hybrid learning
 Duration 3 hours	 Main output Digital Challenge Literacy

About this module

This ebook accompanies the DREAM module dedicated to basic digital tools. Its purpose is to help you take your first steps in using a computer: recognizing its components, using the keyboard and mouse, navigating the desktop, organizing files, browsing the internet, protecting your data, and installing applications securely.

This material is designed for adults who want to gain digital independence in personal, educational, professional, and community contexts. No prior technical knowledge is required. The approach is practical, step-by-step, and focused on real-world tasks.

In the DREAM project, digital tools are a foundation for learning other content, participating in activities, documenting local cultural memory, and collaborating with others. Therefore, this first module aims to build confidence: understanding enough to practice, ask better questions, and continue learning.



Learning Objectives

- Understand what digital tools are and why they are important for autonomy.
- Identify the basic components of a computer and their function.
- Differentiate between hardware, software, operating system, application, and file.
- Properly turn on, turn off, suspend, restart, and lock a computer.
- Recognize the desktop, windows, menus, icons, and taskbar.
- Use basic keyboard, mouse, and touchpad actions.
- Create, save, copy, move, rename, delete and recover files and folders.
- Use a browser and perform basic searches for reliable information.
- Apply basic security, privacy, and password management habits.
- Download, install and uninstall applications from official sources.
- Prepare a file to send by email or share in the cloud.
- Complete an integrated practical activity related to a real need.

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1. What are digital tools?

Digital tools are devices, programs, applications, and services that allow us to create, save, search, organize, communicate, or share information. A computer, a mobile phone, a web browser, email, a video calling application, a spreadsheet, or a cloud storage service are examples of digital tools. In this module we will work mainly with the computer, because it allows you to clearly learn many basic skills: using the keyboard and mouse, opening windows, organizing files, writing documents, searching for information and installing applications safely.

Figure 1

Students Using a Laptop



Note. From *Students-using-laptop.jpg*, by *Dvitalo12*, 2009, *Wikimedia Commons* (<https://commons.wikimedia.org/wiki/File:Students-using-laptop.jpg>). CC BY-SA 3.0.



Key Concepts

Digital tool: a technological resource that helps to perform a task.

Digital competence: ability to use technology safely, critically, and effectively.

Digital autonomy: the ability to solve basic tasks without always depending on another person.

Application: a program or service that allows you to perform a specific function.

Learning digital tools isn't about memorizing all the buttons. It's about understanding a common logic: opening a tool, knowing what task we want to perform, creating or searching for information, saving the result, and sharing it carefully when necessary. Within the DREAM project, these skills help improve personal autonomy, participation in training, access to services, communication with others, and employability. They also serve to document and share local history, photographs, stories, trades, routes, objects, and community initiatives.



Practical Task

Think of three digital tasks you do or would like to do:

- send a document
- look for an appointment
- prepare a resume
- save photos
- talk on a video call

For each task, write down what tool you would use and what part you find most difficult.

Mini tip: When a new tool seems difficult, first look for familiar actions: open, close, save, go back, search, share, and configure.

2. The computer in daily life, education and work

Although many tasks can be done from a mobile phone, the computer remains an essential tool. Its large screen, physical keyboard, and ability to work with multiple files simultaneously make it very useful for studying, preparing documents, organizing information, searching for jobs, completing paperwork, or participating in online courses.

In daily life, a computer can be used to store important documents, look up information, print forms, organize photos, write emails, or communicate with an organization. In education, it allows users to follow materials, submit assignments, download resources, and write papers. In the workplace, it is used to record data, write reports, access platforms, participate in meetings, or share files.

The goal of this module is not to turn anyone into a computer expert. The goal is for each participant to gain confidence in performing basic tasks and to be able to continue learning afterward. Examples of use:

- Prepare and send a resume.
- Create a folder for a course.
- Save photos of a local activity.
- Search for reliable information about aid, training, or a service.
- Install a necessary application from an official source.



Practical Task

Choose a real-life or work situation where a computer can help you. Describe the task, the result you need, and what digital tools could be involved.

Mini tip: Think of your computer as a digital worktable: the more organized it is, the easier it will be to find what you need.

3. Basic components of a computer

A **computer** consists of physical parts and programs. The physical parts are called **hardware**. The programs and systems we see on the screen are called **software**. Both work together so we can perform tasks. The components can vary depending on the type of computer. A **desktop computer** typically includes a tower, monitor, keyboard, and mouse. A **laptop** integrates a monitor, keyboard, touchpad, battery, camera, and speakers into a single device. In both cases, it's helpful to understand the main parts.

Knowing the components helps you use the equipment better and also helps you explain a problem when you ask for help: it's not the same if the screen, the charger, the keyboard, the internet connection, or an application fails.

Figure 2

Basic Desktop Computer System



Note. From Basic desktop computer system, by Vanessaeczekowitz, 2008, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:Basic_desktop_computer_system.svg). CC BY 3.0.

Recognition checklist

- ✓ **Screen:** displays visual information.
- ✓ **Keyboard:** allows you to type text, numbers, and commands.
- ✓ **Mouse or touchpad:** allows you to point, select and move items.
- ✓ **Power button:** starts the device.
- ✓ **USB ports:** connect memory sticks, mice, keyboards or other devices.
- ✓ **Camera and microphone:** allow video calls, recordings or online meetings.
- ✓ **Speakers or headphones:** allow you to listen to sound.
- ✓ **Charger or power supply:** provides power to the equipment.



Practical Task

Look at your equipment and locate each component on the list. If you are in a group, explain to another person what one of the parts is for.

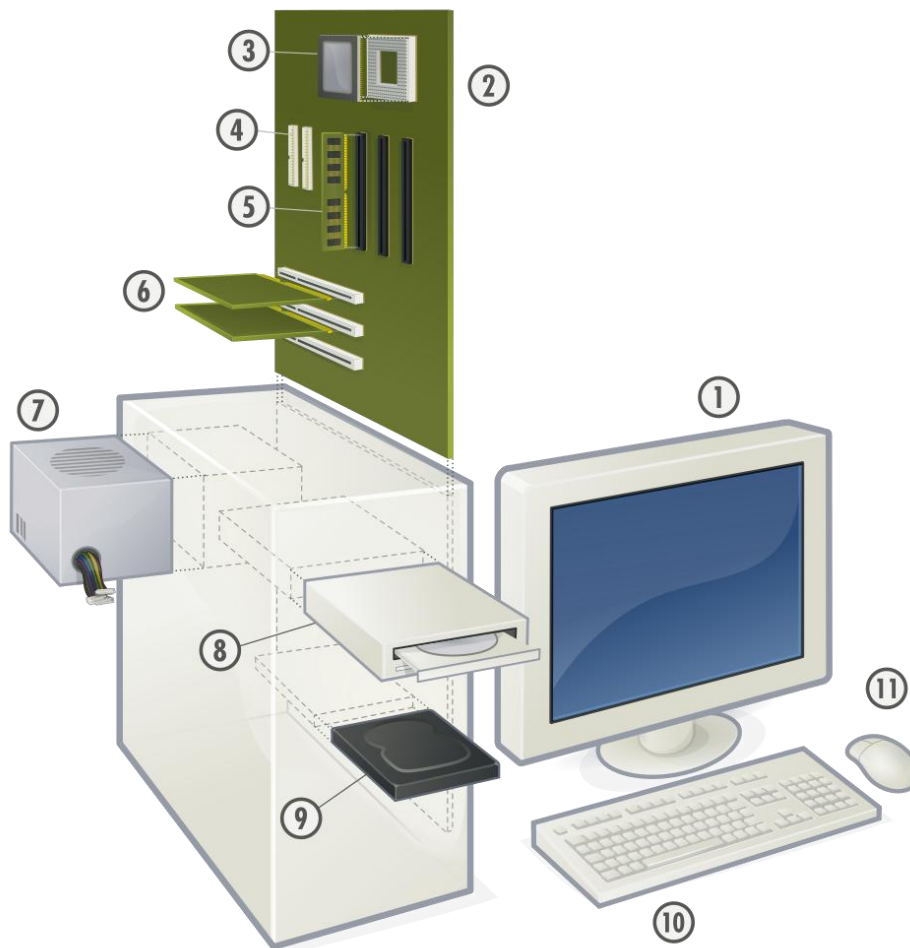
Mini tip: Before assuming a computer is broken, check the basics: power, cables, battery, volume, Wi-Fi, and on-screen messages.

4. Hardware, software and operating system

Hardware is everything you can touch: screen, keyboard, mouse, USB drive, printer, cable, storage drive, or battery. **Software** is the logical part: programs, applications, files, systems, and services that we use on screen.

Figure 3

Computer hardware



Note. From Personal computer, exploded 4.svg, by Gustavb, 2006, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:Personal_computer_exploded_4.svg). CC BY-SA 3.0.

The **operating system** is the main program on your computer. It allows you to log in, display the desktop, open applications, save files, connect devices, change settings, and shut down the computer. Windows, macOS, and Linux are examples of operating systems. **Applications** are installed on top of the operating system. A browser is used to access the internet. A word processor is used to write documents. A media player is used to play audio or video files. A video calling application is used to meet remotely.



Key Concepts

Hardware: physical part of the equipment.

Software: programs and systems that run on screen.

Operating system: main software that coordinates the computer.

Application: specific software for performing a task.

File: a digital item created, downloaded, or saved.



Practical Task

Classify these items as hardware or software: screen, browser, keyboard, operating system, mouse, PDF document, printer, email application.

Mini tip: If you can touch it, it's probably hardware. If you open it on screen, it's probably software.

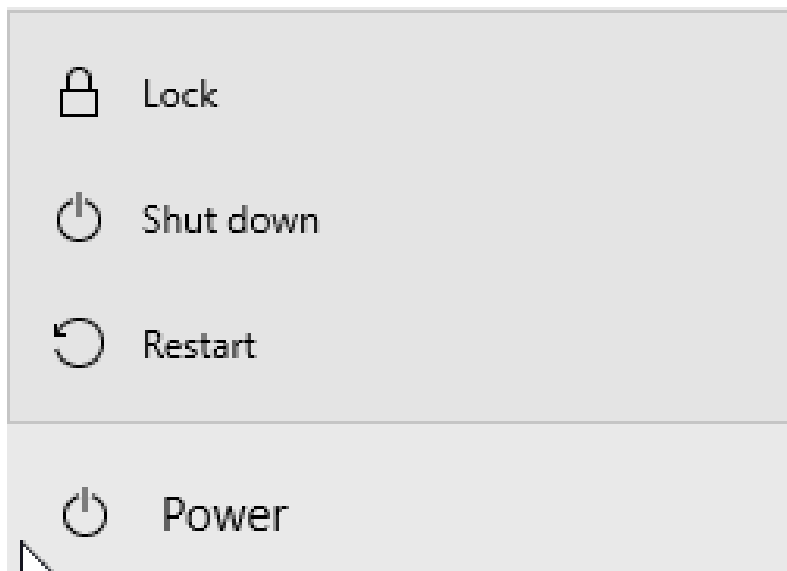
5. Powering on, powering off, and logging in correctly

Basic computer operation begins with simple but important actions. To turn on a computer, press the power button and wait for the system to load. Many computers will require you to enter a password, PIN, or other login method. Properly shutting down your computer prevents data loss and errors. It's not advisable to unplug the power cord or hold down the power button unless the computer is frozen and unresponsive. The usual method is to use the operating system's shutdown option.

Suspend allows you to pause your computer and resume later. Restart shuts down the system and restarts it; this can help when an application crashes, updates are pending, or your computer is running slowly.

Figure 4

Shutdown menu



Note. Own screenshot created by the DREAM team.

Basic actions

- Turn it on and wait for it to finish charging.
- Log in with the correct user.
- Lock the device when we walk away.
- Suspend if we are going to continue in a short time.
- Restart if the system needs to be updated or an error resolved.
- Turn off from the system menu when finished.



Practical Task

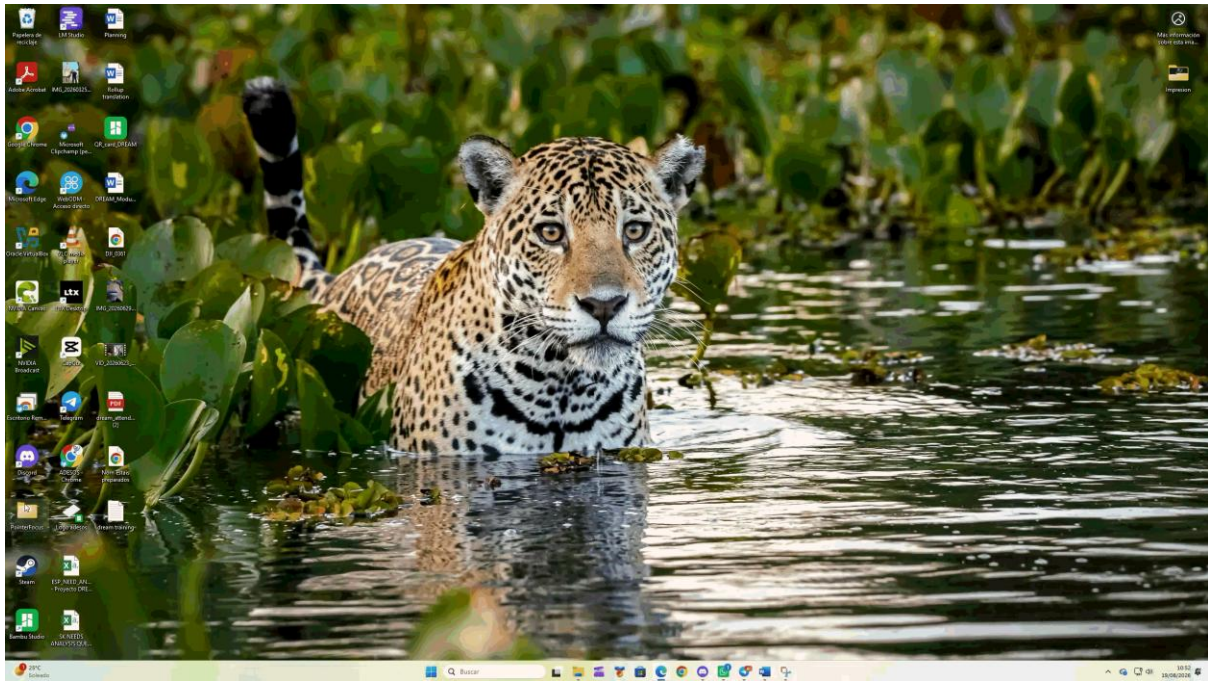
Locate the options to shut down, restart, sleep, and lock on your computer. Explain in your own words in what situation you would use each one.

Mini tip: Saving your work before shutting down is a small habit that prevents many problems.

6. Desktop, windows, menus and icons

The **desktop** is the main work screen after logging in. It can display icons, shortcuts, a taskbar, a main menu, the recycle bin, and open windows.

A **window** is the space where an application, folder, or file is opened. It can usually be minimized, maximized, moved, resized, and closed. Understanding windows allows you to work with multiple tasks simultaneously, such as a document and a web browser.



Menus group options. Although each program is different, many share common actions: new, open, save, print, copy, paste, undo, search, share, and configure.



Key Concepts

Icon: a small drawing that represents a file, folder, application, or action.

Shortcut: a link to quickly open something.

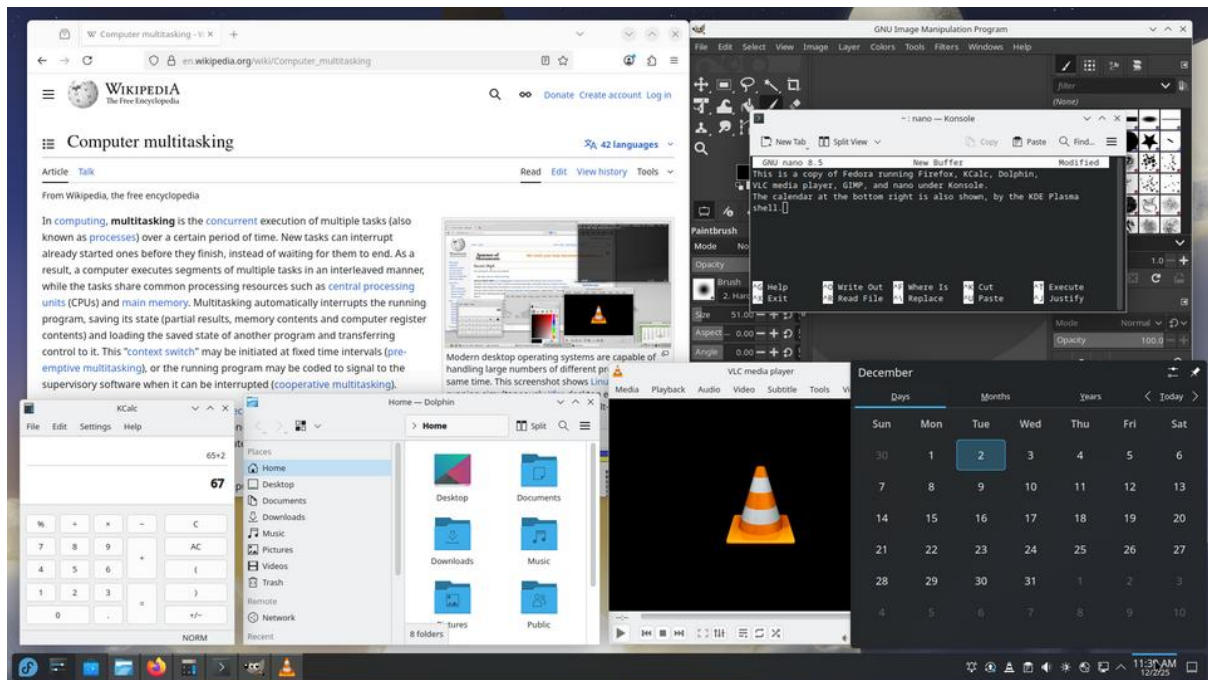
Taskbar: area from which applications are opened or retrieved.

Menu: list of available options.

Active window: the window that is currently selected.

Figure 5

Example of multitasking on a computer using multiple windows



Note. From Fedora Linux multitasking.png, by Paowee, 2025, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:Fedora_Linux_multitasking.png). GPL 2.0 or later.



Practical Task

Open an application, minimize it, bring it back from the taskbar, maximize the window, resize it, and close it.

Mini tip: Closing a window doesn't always mean deleting the file. Even so, if you've written or changed anything, save first.

7. Keyboard, mouse and touchpad

The **keyboard** allows you to type text, numbers, and symbols. It also includes special keys that help you work. Enter confirms an action or creates a new line. Backspace deletes the previous line. Shift allows you to type capital letters. Space separates words. Tab changes fields or moves the cursor.

The **mouse** allows you to point, select, open, and move items. The main actions are clicking, double-clicking, right-clicking, dragging and dropping, and using the scroll wheel. On laptops, the touchpad performs a similar function. At first, double-clicking and dragging might feel awkward. Accuracy improves with practice. There's no need to rush: it's better to move slowly and with control.

Figure 6

Wireless Computer Keyboard and Mouse



Note. From Wireless computer keyboard with mouse an USB receiver.jpg, by A. Schwarzkopf, 2019, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:Wireless_computer_keyboard_with_mouse_an_USB_receiver.jpg). CC BY-SA 4.0.

Essential actions

- **Click:** to select an item.
- **Double-click:** Open a file or folder.
- **Right-click:** view available options.
- **Drag and drop:** move an item.
- **Scroll or wheel:** advance through a page or document.
- **Basic shortcuts:** copy, paste, undo, and save.



Practical Task

Write a short sentence in a document.

Select a word, copy it, paste it below, and undo the last action.

Open a folder with a double-click and display the context menu with a right-click.

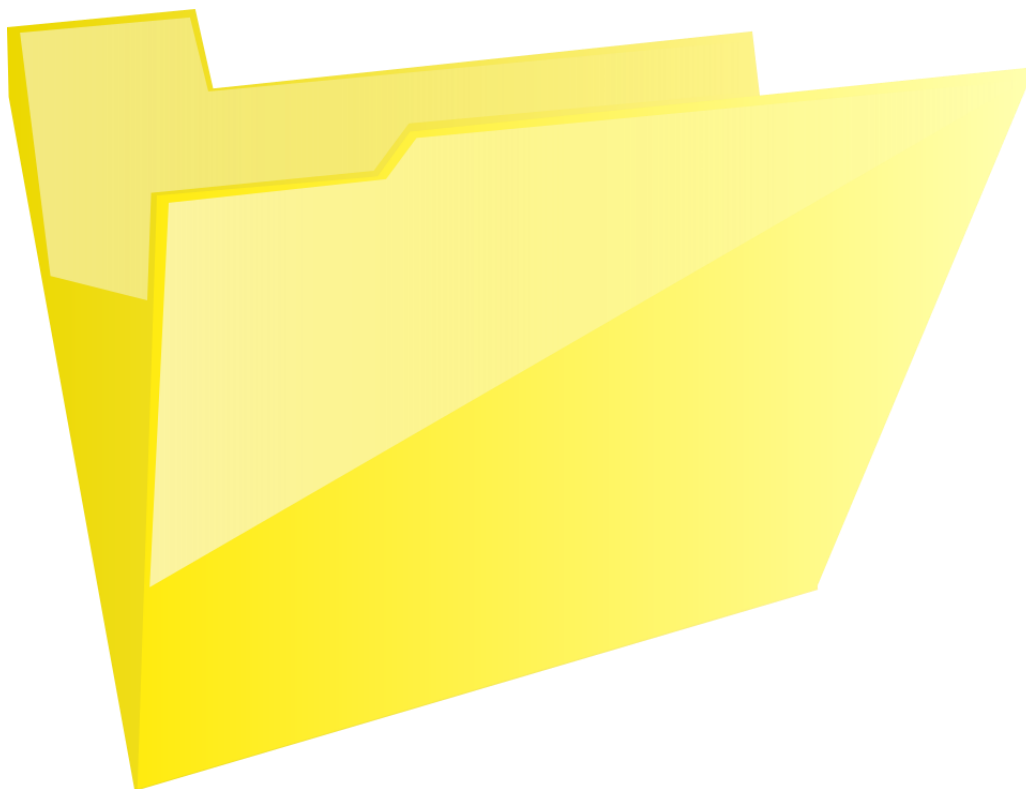
Mini tip: Shortcuts are useful, but first you should understand the action. Then you can learn combinations like copy, paste, save, and undo.

8. Files and folders

A **file** is a digital item. It can be a document, an image, a spreadsheet, a presentation, a video, an audio file, or a compressed file. A **folder** is used to organize files and other folders. Managing files is a fundamental skill. If we don't know where a document is saved, we can't send, review, or retrieve it. That's why it's important to create folders, use clear names, and check the location before saving.

Figure 7

File Folder Icon



Note. From File folder icon.svg, by Dodgoranio662, 2025, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:File_folder_icon.svg). CC0 1.0.



The most common actions are creating, saving, opening, moving, copying, renaming, deleting, and recovering. Copying creates a second version; moving changes the location. Deleting usually sends the file to the Recycle Bin, but the Recycle Bin is not a backup.

Good practices

- Use folders by project, course, date, or document type.
- Avoid saving everything on the desktop.
- Use clear names: for example, Practice_DREAM_Name_2026.docx.
- Check the location when saving.
- Back up important documents.



Practical Task

Create a folder called DREAM_Digital_Tools.

Inside, create three subfolders: Documents, Images, and Practices.

Create a document, save it in Documents, copy it to Practices, rename it, and delete a copy.

Restore the copy from the recycle bin if the system allows it.

Mini tip: The most important question when saving is: where is my file and what is its name?

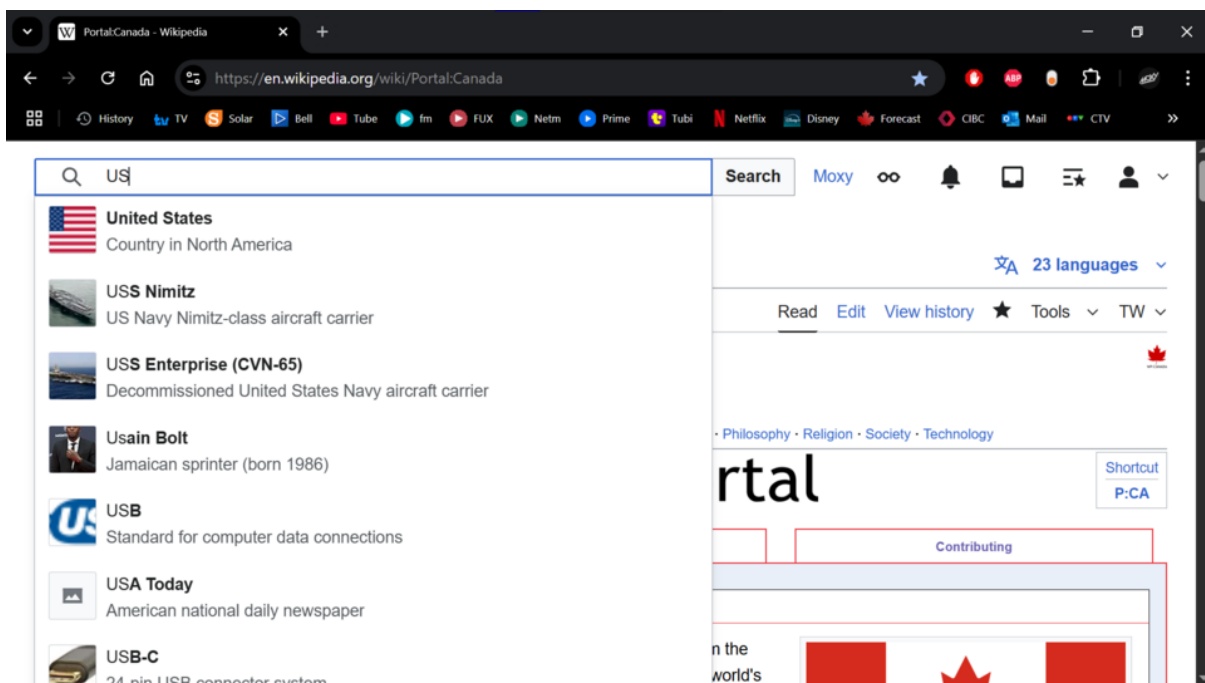
9. Internet, browsers and reliable search engines

The internet allows access to information, services, communication, and work tools. To browse, we use a web browser, such as Chrome, Firefox, Edge, or Safari. The browser is the application. The search engine, such as Google, Bing, or DuckDuckGo, helps us find pages and information.

Effective searching requires clear keywords. Instead of writing very long questions, you can use specific terms: digital employment course La Rioja, government appointment, password security, or adult digital skills training.

Figure 8

Example of Searching on Wikipedia



Note. From Wiki search screenshot.png, by Moxy, 2025, Wikimedia Commons (https://commons.wikimedia.org/wiki/File:Wiki_search_screenshot.png). CC0 1.0.

Not everything you find on the internet is accurate, up-to-date, or reliable. Before trusting a website, it's a good idea to check who publishes it, whether the web address seems legitimate, whether the information is current, and whether other sources corroborate it.

Reliable source checklist

- The page belongs to a recognizable institution, organization, or company.
- The web address matches the expected service.
- The information is dated or appears to be up-to-date.
- It does not ask for unnecessary data.
- The content is written clearly and without overly urgent messages.





Practical Task

Look for an official website related to employment, training, or public services.

Copy the web address into your practice document.

Write a sentence explaining why you consider the source to be reliable.

Mini tip: The first result isn't always the best. Comparing two or three sources often saves you from mistakes.

10. Basic security, privacy and passwords

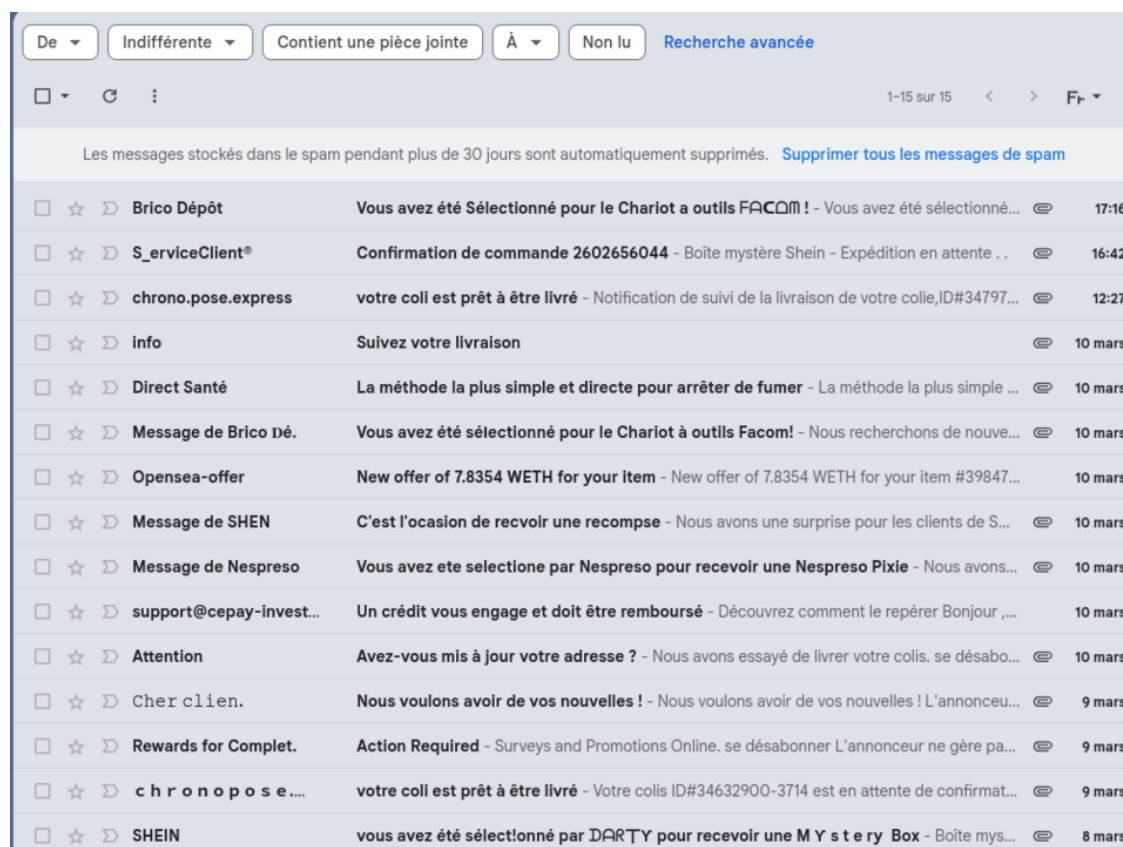
Digital security involves protecting devices, accounts, and information. You don't need to be an expert to adopt basic habits: use strong passwords, update your system, be wary of suspicious links, and check before sharing files.

A **strong password** should be long, difficult to guess, and different for important accounts. Avoid using birthdates, family names, simple words, or the same password for everything. When possible, enable two-step verification.

Privacy is also important. Before entering personal data, documents, banking information, or passwords, you should check that you are on the correct page and that you understand why that information is being requested.

Figure 9

Example of a Spam folder



Note. From Spammed-mail-folder-2024-french.png, by Dadu, 2024, Wikimedia Commons (<https://commons.wikimedia.org/wiki/File:Spammed-mail-folder-2024-french.png>). CC0 1.0.

Common warning signs

- Messages that call for action with great urgency.
- Strange links or web addresses that do not match the service.
- Unexpected files from unknown people.
- Pages that ask for passwords or data that they shouldn't need.
- Offers that are too good to be true.



Practical Task

Look at a web page and locate the address bar.

Check the site name and whether there is a secure connection indicator.

Discuss which elements inspire confidence and which elements would generate doubt.

Mini tip: Digital security isn't about fear: it's about pausing. Before you click, look at where you are and what they're asking you to do.

11. Download and install applications

Installing applications allows you to add new features to your computer: browsers, PDF readers, video calling tools, office programs, image editors, or security utilities. However, it's also one of the actions that requires the most care.

The main rule is to download from official sources. On Windows, you can use the Microsoft Store or the program's official website. On macOS, the App Store or the official website. On Linux, it's common to use the distribution's software manager or repositories. Avoid websites that offer unknown installers, confusing download buttons, or modified versions.

During installation, carefully read the steps. Some applications request permissions, propose installing extra components, or change settings. Do not automatically accept everything without reviewing it. If an application is no longer used, uninstall it from the system settings, not just by deleting the icon.

Safe installation flow

1. Define what application is needed and for what purpose.
2. Look for the official source or system store.
3. Download the version that is right for your device.
4. Read the permissions and options during installation.
5. Open the application and check that it works.
6. Remove the installer if it is no longer needed.
7. Uninstall applications that are not used.



Practical Task

Without installing anything yet, look for the official website of a well-known application.

Identify the correct download button, the compatible operating system, and any permission notices.

Explain what signs indicate that the page appears to be official.

Mini tip: If there are many download buttons on a page and it's not clear which one is the real one, leave there and look for the official website.

12. Email, messaging, and attachments

Email is a formal communication tool. It is used to send messages, documents, requests, work information, or communications with organizations. A basic email includes a recipient, subject, message body, and, if necessary, attachments.

Instant messaging is useful for quick communication, but it's wise to be careful about what you share. In professional contexts, it's important to write clearly, check recipients, and avoid sending sensitive information unnecessarily.

New Message

To

Cc Bcc

Subject

I

Sans Serif

↕

T

↕

B

I

U

A

↕

≡

≡

≡

≡

↕

↶

↷

Send

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Aa

✎

📎

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🗑️

Attaching files requires knowing where the document is saved. Before sending, it's a good idea to open the file, check that it's the correct version, review the name, and confirm that it doesn't include any information that shouldn't be shared.

Checklist before sending

- ✓ Correct recipient.
- ✓ Clear issue.
- ✓ Short and easy-to-understand message.
- ✓ Correct attachment.
- ✓ Clear file name.
- ✓ Appropriate permissions if sharing a link.



Practical Task

Prepare the document from the previous activity as if you were going to send it.

Write a suitable subject line and a short message.

Check which folder the file you would attach is in.

Mini tip: Before sending an attachment, open it once. It's the easiest way to avoid sending the wrong version.

13. Work tools: documents, calculations, presentations and cloud

Many digital applications are organized by task type. Word processors are used to create letters, reports, resumes, or notes. Spreadsheets are used to organize data, lists, budgets, or tables. Presentations are used to explain ideas visually.

Cloud storage allows you to save files on servers accessible from different devices. It also allows you to share documents and collaborate with others. Google Drive, OneDrive, Dropbox, and other services offer storage and collaboration features. These tools share common actions: create, open, save, edit, comment, share, export, and print. Learning these actions makes it easier to adapt to different programs.

Which tool to choose

Document: writing texts, reports, letters or resumes.

Spreadsheet: organize data, numbers, lists, or budgets.

Presentation: communicating ideas with slides.

Cloud: save, synchronize and share files.

Video call: to meet or attend remote training.



Practical Task

Indicate which tool you would use for each task: writing a CV, recording expenses, preparing a talk, sharing photos of an activity, participating in an online meeting.

Mini tip: You don't need to master all the tools at once. Start by learning what each one is for and practice the common actions.

14. Final activity: Digital Literacy Challenge

The final activity allows you to practice a complete digital task. The goal is to verify that you can create a folder structure, write a document, search for reliable information, save the file correctly, and prepare it for sharing.

Activity sheet

1. Create a folder called DREAM_Digital_Tools.
2. Inside, create three subfolders: Documents, Images, and Practices.
3. Open a word processor.
4. Write a short personal introduction: name, a digital skill you want to improve and a task you would like to do independently.
5. Look for an official website related to employment, training, local culture, or public services.
6. Copy the link into the document and explain why it seems reliable.
7. Save the document in the Documents folder.
8. Rename the file with a clear name.
9. Copy the file to the Practices folder.
10. Prepare the file to attach it to an email or share it in the cloud.

Evidence of learning

- ✓ Folder created and organized.
- ✓ Document saved in the correct location.
- ✓ Clear file name.
- ✓ Reliable link included.
- ✓ Ability to explain where the file is located and how it would be shared.

Mini tip: Good digital practice doesn't end when you create the file: it ends when you can find, open, and share it correctly.

15. Digital Wellbeing Tip



Digital Wellbeing Tip

Give Your Mind and Eyes a Break

Working on a computer for a long time can make it harder to stay focused and may leave your eyes and mind feeling tired. Small pauses can help you return to your work with better concentration.

Try this: Take short breaks during longer computer sessions. Look away from the screen, stretch or stand up for a moment. Before you finish, organize and save your files so that you can return to your work easily next time.

Reflection: What small habit could help you stay more focused and comfortable when working with technology?

16. Basic Glossary

Application: a program or service that allows you to perform a specific task.

File: a saved digital item, such as a document, image, video, or PDF.

Folder: space to organize files and other folders.

Password: a key that protects an account or device.

Download: the act of obtaining a file from the Internet.

Desktop: the system's main work screen.

Hardware: physical part of the computer.

Installer: a file or wizard that allows you to install an application.

Browser: application for visiting web pages.

Cloud: a service for saving and sharing files on the Internet.

Peripheral: a device connected to the computer, such as a printer, mouse, or USB memory stick.

Operating system: main software that coordinates the operation of the computer.

Software: programs and systems that run on the computer.

Window: area where an application, folder, or file is opened.

Two-step verification: additional protection for an account.

17. Module Closing

Basic digital skills are built through practice. By the end of this module, you should feel better prepared to recognize the parts of a computer, open applications, manage windows, type with a keyboard and mouse, organize files, search for information, protect your security, and install applications responsibly.

The most important thing isn't doing everything quickly. What's important is understanding the process and repeating real tasks until you gain confidence. Each learned action opens the door to others: saving a file helps you send it, searching for information helps you learn, installing an application allows you to access new tools, and organizing folders makes it easier to work more efficiently. In DREAM, these skills are the basis for participating in other modules, creating digital materials, documenting local memory, and collaborating with others.

Mini tip: Digital autonomy begins with a simple phrase: I'm going to try it step by step and check where I save what I do.



Reflection

What digital task can you now do with more autonomy?

Which action do you need to practice more?

What safety habit will you apply from now on?

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