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DIGIT+ Digitalization for in groups integrative training

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Google Workspace

Google Workspace helps you:

Communicate and collaborate instantly with your co-workers — Connect with your team over video meetings, email or chat whether they're using Google Calendar, Gmail, Google Meet, and Google Chat.





Google Workspace

Google Workspace helps you:

Store files securely and find what you need instantly, on any device—Keep documents, spreadsheets, presentations, and more all in one place with Google Drive.

Create, share, and present professional templates, project plans, and slide decks—With Google Docs, Sheets, and Slides you can create and edit documents, spreadsheets, and Slides right in your web browser.

Get started > <https://www.youtube.com/watch?v=jZjJ54ehgrM>

Office 365 Tools

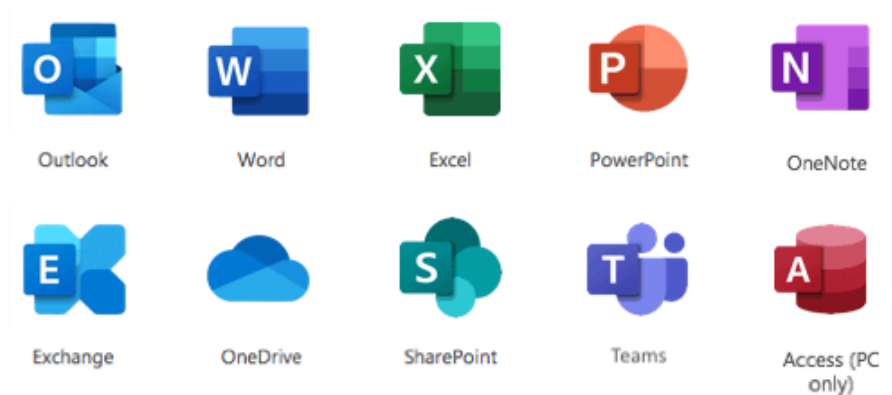




Microsoft 365

365 helps you:

Communicate and collaborate instantly with your co-workers — Connect with your team over video meetings, email or chat whether they're using Calendar, outlook ,teams, and sharepoint.





One drive Workspace

Onedrive Workspace helps you:

Store files securely and find what you need instantly, on any device—Keep documents, spreadsheets, presentations, and more all in one place with One Drive.

Create, share, and present professional templates, project plans, and slide decks—With Word, Exel, and Powerpoint you can create and edit documents, spreadsheets, and Slides right in your web browser.

Get started > <https://www.youtube.com/watch?v=vUmKOIFW7Qk>



Video Conferencing Tools

 Google Hangouts



 Adobe Connect



 RYVER™

 GlobalMeet

Whereby



Microsoft Teams

Microsoft Teams is a project management solution that includes robust features for video calling and conference calls.

They have account options for business use, educational use, and personal use, meaning there is a lot of flexibility for interested parties.

A stand-out feature of Microsoft Teams is their ability to gamify video conferencing; users will experience fun additions to the calls and chats, from GIF uploads to Snapchat-esque filters (yes, turning yourself into a potato is an option).

Integrations include other Microsoft software, like Word, Excel, Outlook, and Publisher, as well as third-party apps like Stack Overflow, LizardOpenDataBot, Skooler, Coreview, LeaveBot, Remind, GTMHub, and many more free and paid options that can be viewed in their Marketplace.



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Microsoft Teams

Microsoft Teams lost a few points in UX because of some navigation and clutter issues, resulting in decreased usability.

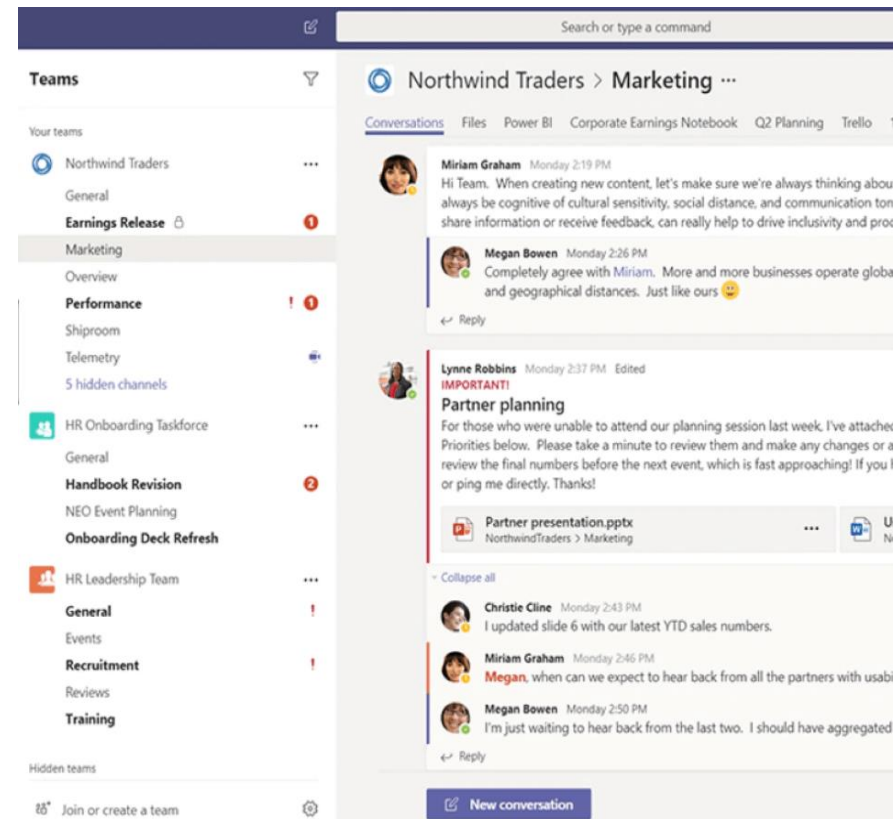
The desktop app tends to have sluggish performance and it can be cumbersome to locate the latest version of any file.

Do you want to get started?

<https://education.microsoft.com/pt-pt/course/9c9f5c11/overview>

<https://education.microsoft.com/pt-pt/course/cf2943e4/overview>

<https://education.microsoft.com/pt-pt/course/0a00aa73/overview>





Skype

What is skype?

Skype is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

You don't need an account to attend a skype meeting, and the platform is compatible with Mac, Windows, Linux, iOS, and Android, meaning nearly anyone can access it.

You are able to schedule and join calls on its browser version, desktop app, and mobile app.

Get started > <https://youtu.be/t85kRmsu3s8>



Create meaningful media

Visual media you can use to increase engagement

Here are some tips:

- > Use only high-resolution, attractive photographs that immediately hook learners.
- > Always try to use photographs to simplify and explain the subjects, not just for decoration.
- > Use photographs that touch a chord in the public. Steer clear of generic images that look, well, *generic*.



Create meaningful media

types of visual media you can use to increase engagement

Photographs

A relevant, memorable image is a powerful instructional tool that drives engagement, reduces cognitive load, and fulfills the objectives most efficiently.

Meaningful and relevant photographs stir audience emotions and compel them to pay attention to the content. Photographs can also simplify complex matter and make your content stick in the other's mind. But beware of abusing this powerful visual tool; you can easily go wrong.



Create meaningful media

visual media you can use to increase engagement

Video

Format: The wild success of YouTube, Vimeo, and Vine prove that today, people are more comfortable consuming content through videos than reading or listening to it.

More Interesting: Moving images breathe life into dull content. Videos provide you with the opportunity to present content in an engaging way, using real-life stories and scenarios.



Some tips to make good videos: <https://www.youtube.com/watch?v=vjtt-bMonpc>