Training guide

Module 4/ ICT Applications for mobiles and tablets II
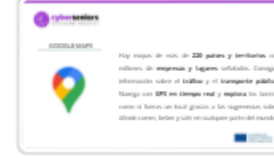
(banking, daily, accessibility, public administration)
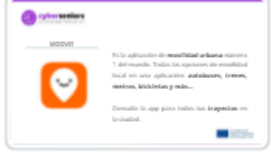
Before the session
● Have all the necessary material ready (computer, presentation, pendrive, etc …) ● Prepare your presentation well ● Have a positive and motivating attitude ● Be punctual ● Have all the necessary material ready (computer, presentation, pendrive, etc …)

During the training		
Duration	**Main session - 45 mins** **Evaluation questionnaire: 15 mins.**	Relevant presentation slide
2 mins	During the session: ● Welcome your audience and introduce yourself to create a good atmosphere. ● Be aware of timekeeping at all times so that you can cover all the material. ● Leave a space at the end to answer questions ● Act with empathy, patience and closeness ● Try to make sure from time to time that your audience follows your explanations	
3 mins	We will explain that Cyberseniors is a project co-funded by the European Commission through the Erasmus+ Program, with the main objective of creating training resources for people over 55 years of age, on how to manage a smartphone, and useful applications for an active aging and a higher autonomy. We remind that all info, as well as these resources, are available at www.ciberseniors.org Then we explain the index of today's session with the content that we are going to discuss	

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

10 mins	We will start today's session, talking about the financial management and banking apps. We will inform you that we have chosen applications that we believe are useful, but they are examples of the hundreds of them that exist according to our needs and preferences, so we encourage you to continue looking for and using those that best suit you. We will remind you how to download the app depending on whether you use android or ios.	
	We talk about Monefy, Your financial organizer and financial tracker, it's simple. Keeping track of everyday purchases, bills, and everything else you spend money on has never been faster and easier with this money and productivity manager.	
	MINT: Budget planner & tracker, with this app you can track your money expenses, all for free. They will also be able to view their monthly bills, create budgets, increase savings, and develop stronger financial habits.	
	ON LINE BANK We no longer need to travel to our bank branch to perform banking operations. Now, with the banking applications, we can access the bank 24 hours a day, 365 days a year, access our manager and request an appointment when we need it, control our expenses, know when income or pension arrives, recover passwords in case of forgetfulness, assistance or knowing where the nearest ATM is located. You can also make transfers, manage your cards, among others.	

15 mins	We will introduce topic 2, which talks about the app about daily needs and accessibility, which will help to improve your day-to-day management. We start with Google Calendar. This tool can be used on mobile devices and PC, having a gmail account, it will allow us to have all our appointments, events, etc. unified.	
	G.Calendar What does it offer me? ● Different ways to view your calendar: Quickly switch between month, week, and day views. ● Gmail Events: Information about flights, hotels, concerts, restaurant reservations and much more is automatically added to your calendar. ● Tasks: create, manage and check your tasks together with your events in Calendar. ● ● All your calendars in one place: Google Calendar works with all the calendars on your phone, even Exchange	
	Another of the most used Google apps is Maps, an app that will allow us to move safely either in cities or to visit important places. In addition, it also includes information on transport or on foot, as well as search systems for points of interest such as banks, gas stations, restaurants, and we can even define where we have parked and then go quietly.	
	The MAGNIFYING GLASS + FLASHLIGHT app is a magnifying glass and flashlight (with LED light) that can help you at all times when you need to read texts with small print. You just have to activate the magnifying glass that automatically focuses on the text, offering the possibility of using the zoom in or out function. Most common uses of the magnifying glass: - Menu reader in restaurants - Drug leaflet reader - Serial numbers behind a device (TV, DVD, Refrigerator, etc.) Functions: - High contrast mode - Magnifying glass zoom from 1.0X - 5.0X - Save the images taken in the library	

www.ciberseniors.org

15 mins	Big Launcher,is an app that allows a quick and simple home screen specialized for the elderly and the visually impaired	
	Sound Amplifier, in that case improve the clarity of the sound of your device and reduce background noise as you want quickly with two simple sliders.	
	Wheelmap, application that allows you to find and value wheelchair accessible places, all over the world and for free.	
	Moovit, It is the world's # 1 urban mobility app. All local mobility options in one application: buses, trains, subways, bicycles and more ... We have to explain that it will only give the results for movements within the same city, so if they are going to move between different cities, they should use, for example, maps	
5 mins	**CONCLUSION & EVALUATION**	
	We will leave some time until the end of the session to resolve doubts or concerns about what was seen in today's session. We will appreciate their participation and we encourage them to practice at home so as not to forget what you have learned today.	
10 MINS.	**IMPORTANT:** **This will be the time to give the evaluation forms from participants, in order to get their feedback**.	

THANKS SO MUCH