Basic Training Catalog Cibernarium

Ajuntament de Barcelona · Barcelona Activa

Face to face activities

Privative software

Code	Activity	Description	Duration (h)	Digital Skill
T11	Start using your computer	Do you want to discover your computer and use it in an agile and secure way? What operating system do you have? Do you have WiFi, do you have Bluetooth? What is the desktop? Come and get started on the basic elements and identify them on your device. You can come with your laptop (don't forget the cables).	4	Autonomy and problem solving
T12	Initiation to digital files and storage	What is a digital file? How is information stored on a computer? Do you want to know how to make a document and how to save it? We explain how to organize and work with digital files. You can bring a USB to practice..	4	Search, management and analysis of iformation
T13	Initiation to the word processor	Started in the use of word processors, you will be able to create your own documents, edit them, give them the look you like best, and save them to continue working. If you have a USB you can take the work done.	4	Content creation, programation
T14	Start using the spreadsheet	Cells, columns, rows... You don't know what is what, but do you want to learn how to perform your own calculations? Know the basic characteristics of the spreadsheet and the most used formulas. If you have a USB you can take the work done.	4	Search, management and analysis of iformation
T15	Advance with the spreadsheet	Advance in the knowledge of spreadsheets: Learn to make lists, protect sheets, make dynamic tables and work with a lot of data efficiently.	4	Search, management and analysis of iformation
T21	Get started using your smartphone or tablet	Do you have a smartphone or a tablet and want to take advantage of it? Bring it and you will discover the basic options it offers you to facilitate your day to day.	4	Autonomy and problem solving
T22	How to configure and protect your smartphone or tablet	Do you have a smartphone or tablet and want to make the most of it? Deepen your use and learn everything you can do with it. You will work and learn with your device, do not forget it.	4	Autonomy and problem solving
T23	Don't run out of memory on your mobile	Are you running out of space for the photos? Do you receive many files that you don't need? Learn to take advantage of your smartphone space and make copies of your files so as not to lose them. You will work and learn with your device, do not forget it.	2	Autonomy and problem solving

Code	Activity	Description	Duration (h)	Digital Skill
T24	Install and uninstall apps	Do you know how to find the app you need? Do you have applications that you no longer use? Manage and discover the applications and what their installation implies. You will work and learn with your device, do not forget it.	2	Autonomy and problem solving
T25	Organize your day to day with your mobile	Optimize your time and efficiently manage your day-to-day life with the assistance of your mobile phone apps.	2	Autonomy and problem solving
T26	Orient yourself and plan your trips with Google Maps	Learn how to take advantage of Google Maps, orient yourself, plan trips, take advantage of street or satellite views, consult opinions and value.	2	Autonomy and problem solving
T27	Instant messaging Apps: Whatsapp and Telegram	Learn to use WhatsApp and Telegram (instant messaging applications) and know their ways of use. Bring your device and discover the possibilities together.	4	Comunication and collaboration
T271	Online procedures with "La Meva Salut"	Find out about the online procedures and consultation options provided by the My Health app, from which you can make an appointment, check tests or update your medication plan.	2	Security, well being and civility
T272	Healthy habits and mobile applications	The mobile device is a useful technology for work or entertainment, but it can also be a beneficial tool for our health. In this workshop we will learn to search for information and use applications to improve our physical and emotional life.	2	Security, well being and civility
T28	Introduction to digital photography	Learn what a digital image is, types of cameras, files, tips, retouching and backups. Bring the camera or mobile, cables and let's start experimenting! (Non-reflective camera).	4	Content creation, programation
T29	Initiation to digital video with your mobile	With this training we will learn to edit videos that we have on our mobile device through the use of different applications. The activity is adapted for Android and iOs devices	4	Content creation, programation
T31	Start browsing the network	Navigating the network is essential to be able to access and search for thousands of contents. Do not drown among so much information and learn everything you need to find the information that interests you.	4	Search, management and analysis of iformation
T32	Search and filter information on the network	Among so much digital information is it difficult for you to find what you are looking for? Learn how to perform effective searches over the network and navigate safely.	4	Search, management and analysis of iformation
T33	Introduction to email	Do you have email but do you know how to use it? Learn to use and configure this communication tool and manage it efficiently. You must know your email address and password.	4	Comunication and collaboration

Code	Activity	Description	Duration (h)	Digital Skill
T34	Use cloud	Is the cloud an abstract concept for you? You're sure to use it and you're not aware of it. Come to the workshop and you will learn what it is and how to use it so that it is useful to you. You must bring the smartphone charger/cable. You must know your email address and password.	4	Search, management and analysis of iformation
T341	Google Tools for Day-to-day	Google is currently the most used search engine on the Internet, which also provides a set of applications for everyday life. In this workshop we will discover collaborative utilities of the Google platform to create, share and manage text documents, spreadsheets, presentations, notes or calendars.	4	Comunication and collaboration
T35	Procedures with Administration and Digital Certificates	Avoid doing online procedures so you don't trust security? Learn what you need to identify yourself and carry out procedures with the Administration without queues or fear.	2	Autonomy and problem solving
T36	Online banking and purchases	Do you avoid making arrangements and online shopping because you don't trust security? Learn what you need to buy and manage with elbanc online without queues or fear.	2	Autonomy and problem solving
T37	Manage your privacy and security on the network	Come and learn how to protect yourself against viruses, malware and other threats, as well as navigate more safely!	4	Security, well being and civility
T38	Learn to detect the dangers of the Internet	Have you heard of fake news? You saw a very shocking and viral news, but after a while you found it was false or erroneous? In this workshop you will learn to detect reliable information and protect yourself from the dangers of disinformation.	2	Security, well being and civility
T42	Instagram: share photos and videos on the network	In this workshop we will learn to use the social network Instagram, editing photographs to make them more attractive, labeling them, creating stories, keeping us up to date with the news and following them people or entities that are of our interest.	4	Comunication and collaboration
T43	Videoconferences: Talk video to yours	Discover a series of tools and applications that will serve to communicate with yours by video calls.	2	Comunication and collaboration
T44	Digital identity and reputation: improve your image	In this workshop we will learn what digital identity and reputation is, checking and managing your identity data on the internet and on the services you are subscribed to, mainly on social networks.	2	Security, well being and civility
T45	Podcasts, radio and TV through the internet	Discover how you can enjoy podcasts, radio and television taking advantage of the content offered by streaming platforms, from which you can listen and watch live or deferred of all kinds. And without leaving home!	2	Autonomy and problem solving
T46	Use Digital Library for books and cinema on loan	In this virtual classroom we will learn to search and read or visualize the contents of the eBiblio digital platform, both in its version by web browser and in the versions for mobile or digital tablets.	2	Autonomy and problem solving

Code	Activity	Description	Duration (h)	Digital Skill
T47	Learn languages online	Learn a new language or perfect a language that you already know through the free tools and resources offered by the network.	2	Autonomy and problem solving
T48	Find out about citizen participation apps	Would you like to participate in the sociocultural life of the neighborhood and the city and you don't know how to do it? In this workshop you will learn about mobile applications and platforms that will allow you to have information about citizen debates, be part of participatory processes and contribute to public life.	2	Comunication and collaboration
D	AI: Experience artificial intelligence and make the most of it in your day-to-day life	Artificial intelligence is one of the most important technologies of today and its use is spreading rapidly. Do you want to introduce yourself to this world and know its possibilities to use them in your day to day? You will learn to know the different artificial intelligence tools to elaborate texts and create images.	4	Content creation, programation
DV1	Know the ACTIC certificate	Know what the ACTIC certificate is, what digital skills are evaluated at each level, what steps to follow to obtain it and what the test consists of. Discover, too, training resources that will help you prepare it.	2	Autonomy and problem solving
DV2	Know your level of digital skills	Would you like to know what your level of digital skills is? Come and take the Barcelona Activa test that will allow you to know which competencies you master the most and in which you can improve, as well as receive guidance on which free activities you have at your disposal to continue learning.	2	Autonomy and problem solving
E1	Plan your trip over the Internet	Learn how to plan your flight search, accommodation, events, etc, and organize yourself using markers with the addresses of the places you want to visit.	4	Search, management and analysis of iformation
E2	Create a poster to claim your rights	Do you want to design a poster that expresses your opinions easily and easily? Learn to create visual content with the Canva platform and discover its possibilities.	4	Content creation, programation
E3	Make a collage of the photos of your holidays with CANVA	Do you want to create a collage with the photos of your summer holidays quickly and easily? Learn to create visual content with the Canva platform and discover its possibilities.	4	Content creation, programation
E4	Design a Christmas Advent Calendar with CANVA	Do you want to design an Advent calendar quickly and easily? Learn to create visual content with the Canva platform and discover its possibilities.	4	Content creation, programation

Free software

Code	Activity	Description	Duration (h)	Digital Skill
L11	Start using your computer	Do you want to discover your computer and use it in an agile and secure way? What operating system do you have? Do you have WiFi, do you have Bluetooth? What is the desktop? Come and get started on the basic elements and identify them on your device. You can come with your laptop (don't forget the cables).	6	Autonomy and problem solving
L12	Initiation to digital files and storage	What is a digital file? How is information stored on a computer? Do you want to know how to make a document and how to save it? We explain how to organize and work with digital files. You can bring a USB to practice..	4	Search, management and analysis of iformation
L13/B1.2	Initiation to the word processor: we learn how to make documents	Started in the use of word processors, you will be able to create your own documents, edit them, give them the look you like best, and save them to continue working. If you have a USB you can take the work done.	8	Content creation, programation
L14/B1.3	Initiation to the spreadsheet	Cells, columns, rows... You don't know what is what, but do you want to learn how to perform your own calculations? Know the basic characteristics of the spreadsheet and the most used formulas. If you have a USB you can take the work done.	8	Search, management and analysis of iformation
L15/B1.4	Advance with the spreadsheet	Advance in the knowledge of spreadsheets: Learn to make lists, protect sheets, make dynamic tables and work with a lot of data efficiently.	8	Search, management and analysis of iformation
L31	Start browsing the network	Navigating the network is essential to be able to access and search for thousands of contents. Do not drown among so much information and learn everything you need to find the information that interests you.	4	Search, management and analysis of iformation
L32	Searchand filter the information on the web	Among so much digital information is it difficult for you to find what you are looking for? Learn how to perform effective searches over the network and navigate safely.	4	Search, management and analysis of iformation
L33	Intoduction to e-mail	Do you have email but do you know how to use it? Learn to use and configure this communication tool and manage it efficiently. You must know your email address and password.	4	Comunication and collaboration
L34/B3.2	Use cloud	Is the cloud an abstract concept for you? You're sure to use it and you're not aware of it. Come to the workshop and you will learn what it is and how to use it so that it is useful to you. You must bring the smartphone charger/cable. You must know your email address and password.	4	Content creation, programation
L35	Procedures with the Administration and digital certificates	Avoid doing online procedures so you don't trust security? Learn what you need to identify yourself and carry out procedures with the Administration without queues or fear.	2	Autonomy and problem solving

Code	Activity	Description	Duration (h)	Digital Skill
L37	Manage your privacy and security online	Come and learn how to protect yourself against viruses, malware and other threats, as well as navigate more safely!	4	Security, well being and civility

Online activities

Code	Activity	Description	Duration (h)	Digital Skill
AV101	Get to know your device: bytes, folders and memory	What is a storage device? What kind of file are there?Do you want to learn to know what type of storage you have to acquire? How to organize your files into folders? Know the file explorer?	3	Autonomy and problem solving
AV108	Introduction to the spreadsheet	Cells, columns, rows... You don't know what is what, but do you want to learn how to perform your own calculations? Know the basic characteristics of the spreadsheet and the most used formulas. If you have a USB you can take the work done.	4	Search, management and analysis of iformation
AV109	Advance with the spreadsheet	Advance in the knowledge of spreadsheets: Learn to make lists, protect sheets, make dynamic tables and work with a lot of data efficiently.	4	Search, management and analysis of iformation
AV110	Introduction to the creation of text documents	Get started in the use of the word processor online. You will learn to create documents, edit them, format them, insert elements (images, tables...), save them to continue working.	4	Content creation, programation
AV111	Initiation to presentations with slideshows	Started using tools to create presentations. You will learn to create your own presentations, edit them, give the look you like best and save them to continue working.	2	Content creation, programation
AV201	Don't run out of memory on your mobile	Are you running out of space for the photos? Do you receive many files that you don't need? Learn to take advantage of your smartphone space and make copies of your files so as not to lose them. You will work and learn with your device, do not forget it.	2	Autonomy and problem solving
AV202	The world of apps: manage them in your device	Do you know how to find the app you need? Do you have applications that you no longer use? Find out what app installation involves and learn how to manage them.	1.5	Autonomy and problem solving
AV203	Get the most out of WhatsApp	Learn WhatsApp tricks and tools that will allow you to get the most out of this instant messaging application for your communications	2	Comunication and collaboration
AV204	Discover Telegram: more than instant messages	Discover the Telegram instant messaging app and learn how to take advantage of all its resources.	2	Comunication and collaboration
AV205	Telegram: additional tricks and options	Take advantage of the Telegram instant messaging app by discovering its tricks and exploring some of its advanced options.	2	Comunication and collaboration

Code	Activity	Description	Duration (h)	Digital Skill
AV206	Introduction to photography with the mobile	Find out about your mobile phone options for taking pictures. We explain the basics of photography and how to take better photos with your smartphone.	1.5	Content creation, programation
AV208	Adapt your mobile phone to your personal needs	Do you have a smartphone or tablet and want to make the most of it? You will discover the basic options that they offer you to facilitate your day to day.	1.5	Autonomy and problem solving
AV209	Beyond the virus: do you think your mobile device is protected?	Do you have a smartphone or tablet and want to make the most of it? Dive deeper into its use and learn everything you can do with it.	2	Security, well being and civility
AV230	Organize your day to day with your mobile	Optimize your time and efficiently manage your day-to-day life with the assistance of your mobile phone apps.	1.5	Autonomy and problem solving
AV231	Started in the retouching of photographs from your mobile	Do you like photography and want your images to have a professional finish? In this Virtual Classroom you will learn to tweak images with the Snapseed app.	2	Content creation, programation
AV232	Edit your videos from your mobile phone	Do you want to learn how to edit your videos and give them a more professional feel? You will learn to do it through the use of different applications compatible with both Android and iOS.	2	Content creation, programation
AV233	Healthy habits and mobile applications	The mobile device is a useful technology for work or entertainment, but it can also be a beneficial tool for our health. In this workshop we will learn to search for information and use applications to improve our physical and emotional life.	2	Security, well being and civility
AV234	Online procedures with "La Meva Salut"	Find out about the online procedures and consultation options provided by the My Health app, from which you can make an appointment, check tests or update your medication plan.	2	Security, well being and civility
AV302	Arrange your searches in the Internet	On the Internet we find a lot of information. This highlights the need to use tools that help us to tidy up all this information.	1.5	Search, management and analysis of iformation
AV303	Take advantage of your browser: customitzation and tools	Do you get the most out of your browser? Do you know that there are different options to customize it? In this virtual classroom you will learn to work with different browsers and customize them to your liking.	1.5	Search, management and analysis of iformation
AV304	Internet without fear: steps to navigate with tranquility	Come and learn about the security-related problems that you may encounter when browsing the Internet. What tools are available to protect yourself and how.	3	Security, well being and civility
AV305	Shopping and runnig errands on the internet	Do you avoid taking steps online so you don't trust security? Learn everything you need to buy and manage safely.	1.5	Autonomy and problem solving

Code	Activity	Description	Duration (h)	Digital Skill
AV307	Do you know how to use the cloud?	There are many everyday situations where we use the cloud, often without realizing it. From consulting our email to saving our photographs. Do you want to know what it is about and what possibilities of use does the internet cloud have? In this workshop you will know all this and the possibilities it can offer you.	2	Search, management and analysis of iformation
AV308	The cloud: a corner for your photographs?	The "cloud" offers us different services, one of them is the possibility of having a digital album to have organized our photos and / or videos and have a free backup of our digital files.	2	Search, management and analysis of iformation
AV309	Use Digital Library for books and cinema on loan	In this virtual classroom we will learn to search and read or visualize the contents of the eBiblio digital platform, both in its version by web browser and in the versions for mobile or digital tablets.	1.5	Autonomy and problem solving
AV310	Fake news and other misinformation: don't be fooled	Fake news or fake news are the order of the day on social networks, websites, etc. In this training we will see how to differentiate the reliable information that is not.	1.5	Security, well being and civility
AV312	Electronic mail: get to know all options and tricks with Google	Do you have Google email but do you know how to use it? Learn to use and configure this communication tool and manage it efficiently.	2	Comunication and collaboration
AV313	E-mail: advance in its use	Find out about the advanced options offered by Google email: Gmail. You will learn to undo submissions, use aliases, filters, contacts, create groups, templates...	1.5	Comunication and collaboration
AV315	Electronic administration: what do you need to do procedures without leaving home	Do you avoid making online arrangements with the administration because you do not know how to do it or because you do not trust the security that the network can offer you? Learn what you need to identify yourself and take steps safely.	1.5	Autonomy and problem solving
AV316	Explore social networks: social relations on the Internet	Get closer to social networks and explore their possibilities as a means of relationship, communication and participation on the Internet.	2	Comunication and collaboration
AV319	Orient yourself and plan your trips with Google Maps	Learn how to take advantage of Google Maps, orient yourself, plan trips, take advantage of street or satellite views, consult opinions and value.	1.5	Autonomy and problem solving
AV320	Start enjoying music and films online	Find out how you can enjoy music, films and series thanks to the content offered by the main streaming platforms today.	2	Autonomy and problem solving
AV322	Learn languages online	Learn a new language or perfect a language that you already know through the free tools and resources offered by the network.	2	Autonomy and problem solving

Code	Activity	Description	Duration (h)	Digital Skill
AV323	Discover X (Twitter): the social network to inform yourself and participate	Explore the potential of Twitter to follow the news, discover trends and express your opinions through microblogging.	2	Comunication and collaboration
AV325	Get to know the citizen participation apps	Would you like to participate in the sociocultural life of the neighborhood and the city and you don't know how to do it? In this workshop you will learn about mobile applications and platforms that will allow you to have information about citizen debates, be part of participatory processes and contribute to public life.	2	Comunication and collaboration
AV501	Lets experiment with artificial intelligence	Do you want to enter the world of artificial intelligence and know its potential? Discover the possibilities of this technology by experimenting with its practical applications, from respect for copyright and with knowledge of the legal limits of the use of content.	2	Content creation, programation
AV502	Get to know the ACTIC certificate	Know what the ACTIC certificate is, what digital skills are evaluated at each level, what steps to follow to obtain it and what the test consists of. Discover, too, training resources that will help you prepare it.	2	Autonomy and problem solving
AV503	Know your level of digital skills	Would you like to know what your level of digital skills is? Come and take the Barcelona Activa test that will allow you to know which competencies you master the most and in which you can improve, as well as receive guidance on which free activities you have at your disposal to continue learning.	2	Autonomy and problem solving