

“Women, families, careers - Digital solutions in adult learning”
KA210-ADU Small-scale partnerships in adult education

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Guidelines for using the Collection of Digital Applications

TRAINING MATERIAL
(INCL. MUTUAL EXCHANGE, FURTHER DEVELOPMENT,
PROGRESSIVE LEARNING)

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ASSOCIATION FOR WOMEN'S
CAREER DEVELOPMENT
IN HUNGARY
ORGANIZATION IN SPECIAL CONSULTATIVE STATUS
WITH THE UN ECONOMIC AND SOCIAL COUNCIL
20 YEARS FOR
WOMEN'S EQUALITY

1. Introduction to learning how to use applications

The *Collection of digital applications* is a useful tool compiled by experts from three countries (Czech Republic, Hungary, Slovak Republic) according to a predetermined thematic. The *Collection of digital applications* helps to organize and monitor the applications published on the Internet and on mobile phones on a specific topic. This Collection is a snapshot that changes from minute to minute as applications are constantly being developed on the Internet.

Users may ask why the Collection was created as part of the project.

The answer to this question is that our project helps the digital transition so that users use as many applications as possible and they also spread them as quickly as possible. This method accelerates the digital transition, and the distribution generates new digital development.

There may be many people who manage their daily lives not in front of a computer, not with mobile **devices, not online. They have less insight into the operation of the latest online solutions.**

In today's rapidly changing and increasingly digitized world, it is necessary to understand the possibilities offered by the use of cloud-based virtual solutions.

In general, people like to get things done quickly, well, and easily.

The use of applications as new methods and new work tools help in this. In most cases, using applications is not complicated. Discovering and using a new application proves that there is no need to fear the unknown. The use of applications improves digital competences.

In this his learning guide we have collected the most important information about how to use the applications.

Using applications results in satisfaction and productivity in the long run. An opportunity to arrange important tasks in seconds. Using applications will become a routine. And the process helps the digital transition.

2. Users' devices

Whether it's everyday life, handling official affairs, shopping, traveling, research, studies, applications help to solve tasks, to do things quickly.

Applications run on a specific operating system (e.g. iOS, Android, Windows).

Some of the most commonly used operating systems are:

- Among the different versions of the Windows operating system, Windows 11, Windows 7, Windows XP and Windows 10 are the most well-known.
- Mac OS developed by Apple is designed for Macintosh computers.
- iOS runs on Apple mobile devices such as the iPhone and iPad.
- Android is a mobile operating system developed by Google that is widely used on smartphones and tablets.

The user selects the applications which she/he would like to use.

The selected applications can be collected in the following ways and places on the four operating systems and the three digital devices:



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2.1 On a computer

- Open the Microsoft Edge browser on your computer.
- Find the application in the Collection.
- Click the download button or install.
- After downloading or installing the application, you may need to give some permissions or accept the terms of use.
- When the application downloading or installing has been finished, a shortcut may appear on the desktop or in the Start menu, or in the applications section of the Microsoft Edge browser.
- Click on the application icon to open and launch it.

The Microsoft Edge browser is a web browser, so you can't usually download and install apps on your computer directly from the browser. The exception is if you download from the Microsoft Store. In general, applications must be downloaded from the Microsoft Store or other places and installed on the computer.

2.2. On an iOS device

- The App Store should be opened on the iPhone or iPad. This application is usually found among the default applications and its icon is a blue letter "A".
- On the main screen of the App Store, there is a search engine to find the application.
- Start the download and installation by clicking the "Install" or "Download" button on the application page.
- If required for installation, your Apple ID and password.
- After the download and installation is complete, the application will appear on the home screen of your iPhone or iPad or in the Applications drawer.

When downloading apps, your device must be connected to the Internet, be it Wi-Fi or a mobile data connection.

2.3. On an Android device

- The Google Play Store should be opened on your Android device. This app is usually among the default apps.
- There is a search field on the main screen of the Google Play Store. Enter the name of the application you are looking for here.
- Click on the "Install" or "Download" button on the application page.
- You can accept the permissions and conditions if the application asks for them.
- Once the download and installation is complete, the app icon will appear on your phone's home screen or app drawer.

The download and installation process may vary slightly depending on your phone settings and app features.



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2.4. Some basic troubleshooting steps for app download

Some main problems:

- Downloads and updates are stuck, not completed.
- Application cannot be downloaded or installed.
- The application cannot be opened at all.

Main steps to solve this problem:

- Check your Wi-Fi or mobile data connection.
- Checking available storage space.
- Check for system updates.
- The device should be closed and then opened again.
- Reinstallation.
- Restart the device.

3. Using the Collection of digital applications

Introduction to the operating system:

Presentation of applications: The applications will be presented individually. This may include the functions, use, interface of the applications and the tasks that can be performed with the help of the given application.

3.1. The main areas are the following

1. Visual, creative applications
2. Social media applications
3. Applications of Google, Microsoft, Apple for office, business and e-mail services
4. Entertainment applications
5. Communication and contact applications
6. Applications for administration
7. Governmental applications for the digitization of state administration
8. Form filling application
9. Transportation applications
10. Work and employment applications
11. Environmental protection applications
12. Eating applications
13. Sports applications
14. Applications to help learning
15. Applications of energy production and storage
16. Applications for the agriculture
17. Healthcare applications
18. Financial applications



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19. Applications of business life
20. Applications of online games
21. Tourist applications
22. Travel Applications
23. Electronics
24. Green applications
25. Dating apps
26. Online shopping
27. Personal data protection application
28. Emergencies applications

In the Collection, we present what the collected applications can be used for, what functions they have and what advantages they provide. The list of available applications, categories, types, short description, basic functions and options can be found in the *Collection of digital applications*.

Based on "Field of the application, functions and Purpose of the application in everyday life", you can choose which one you want to use.

You have to know that applications are constantly changing and developing. It is important to update them regularly to ensure that new features and changes work.

We cannot present all the applications in the Collection in detail, but we can indicate what you should pay attention to in general:

- To open and close applications and to navigate within applications.
- To enter data into applications.
- To use the edit, delete and save functions.
- To use search functions in applications.
- To filter and sort the data.
- For basic settings and personalization options.
- To manage notification settings.
- The principles and practices of data security.
- Privacy settings and measures.



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Apps must request these permissions from users in advance, and the user has the option to accept or decline them.

It is important to note that consenting to permissions does not necessarily mean that you have given access to every feature of the application. In general, applications only request access to certain permissions when they actually need them to function. You may refuse permissions that you do not feel are necessary to use the application, or that you are not convinced of the privacy or security risks.



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