



Digital Skills Resource Guide

A Beginner-Friendly Reference for IT Students

- ✓ File and folder basics
- ✓ Email communication
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Python programming
- ✓ Study tips for success
- ✓ Quick reference tools and learning links



Welcome, Student

"At the Pablo Lambey Foundation, we believe in you."

This guide is more than just a set of technology lessons. It is a tool to help you build confidence, discipline, and skills that will open doors for your future.

- **You are capable** of learning new things.
- **Mistakes** are part of the process.
- **Every small step** forward matters.

Technology skills can help you in school, at work, and in everyday life. When you learn how to organize files, send professional emails, create documents, use spreadsheets, and begin coding, you are building skills that can support your goals for years to come.

"You are not just learning technology. You are building your future."


**With pride and support,
Pablo Lambey Foundation**



How to Use This Guide

When to use it

- During class
- While studying at home
- When completing assignments
- When you get stuck

 **Tip:** You do not need to memorize this guide. Use it as a support tool. Come back to it whenever you need help.

How each section is organized

1. **What This Is:** A simple explanation of the tool.
2. **Why It Matters:** How it helps in school or work.
3. **Words to Know:** Important vocabulary.
4. **Basic Tasks:** Simple actions to learn first.
5. **Common Mistakes:** What to avoid.
6. **Practice & Learn More:** Links and activities.

Best way to use this guide

1. Read one section at a time.
2. Try one skill at a time.
3. Practice before moving on.
4. Return to the guide when you forget a step.



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Start Here: Learning Technology

If you are new to technology skills, that is okay. Everyone starts somewhere.

What are digital skills?

Digital skills are the basic abilities you need to use a computer effectively. These include:

- Saving files and organizing folders
- Sending professional emails
- Creating documents and presentations
- Solving simple computer problems

Why these skills matter

School: Submitting assignments, doing research, and communicating with teachers.

Work: Almost every modern job requires basic computer knowledge to track tasks and communicate.

Life: Managing personal tasks, banking, and keeping in touch with family.

What to expect as a beginner

When learning technology, you might forget steps, click the wrong button, or feel confused. That is normal.

✨ **Encouragement:** Small progress is still progress.

What helps beginners succeed

- Practice often (even for 10 minutes).
- Ask questions when you are unsure.
- Write down steps in your own words.
- Be patient with yourself.



How to Study Tech Skills


Learning technology works best when you follow a simple process. Do not just watch—**do**.

The 4-Step Learning Process

1. **Watch:** Start by watching a tutorial or reading a lesson. Focus on what the tool does.
2. **Practice:** Try the skill yourself immediately. Open the software and click the buttons.
3. **Apply:** Use the skill in a real assignment. Create a real file or send a real email.
4. **Repeat:** If it feels hard, come back tomorrow. Repetition builds memory.

A Simple Study Routine

Time	Activity
10 minutes	Learning (Reading or Watching)
15 minutes	Practicing (Doing it yourself)
10 minutes	Applying (Using it for homework)

 **Study Tip:** When you get stuck, do not quit. Pause. Read the directions again. Try one step at a time.



Manage Files and Folders

What this is


File management means keeping your digital work organized so you can find it when you need it. **File Explorer** is the tool on your computer that helps you view, move, and organize these files.

Why it matters

- Find assignments quickly.
- Avoid losing important work.
- Keep class materials separate and clean.

When you use this skill

You use this every time you save a document, download a file from the internet, or submit homework.

 **Important Reminder:** If your files are not organized, even great work can become hard to find.

 **Learn More:** [GCFGlobal Computer Basics](#)



File Explorer Quick Reference

Words to Know

File: A saved item (document, picture).

Folder: A container that holds files.

Save: Storing work on the computer.

Rename: Changing a file's name.

Move: Placing a file in a different folder.


Downloads: Where internet files go.


Basic Tasks

1. **Create a folder:** Right-click > New > Folder.
2. **Name files clearly:** Use names that describe content.
3. **Save work:** Check *where* you save before clicking.
4. **Move files:** Click and drag a file into a folder.
5. **Find work:** Check "Documents" or "Downloads".

File Naming Examples

Good Name	Poor Name
MariaLopez_Resume	my file
IT_Assignment_1	document1
Budget_Project_Final	stuff

 **Common Mistakes:** Saving to the wrong folder, using unclear names like "doc", leaving everything on the Desktop.

 **Practice:** Create one folder for each class. Rename three files clearly.

 **Learn More:** [GCFGlobal Computer Basics](#)



Email Communication with Gmail

What this is

Email is a digital way to send messages and documents. Gmail is one of the most common email tools used in schools and jobs.

Why it matters

Email helps you contact instructors, ask questions, and submit work professionally.

What makes a good email?

- **Clear:** The subject line explains the topic.
- **Respectful:** It uses a polite greeting and closing.
- **Complete:** It includes your name and any necessary files.

"The way you write an email shapes how others see you."

Learn More:

[Google Applied Digital Skills](#)

[GCFGlobal Gmail Tutorial](#)



Gmail Quick Reference

Words to Know

Inbox: Where new emails arrive.

Compose: To write a new email.

Subject line: The title of the email.

Attachment: A file sent with email.

Reply: To answer a message.

Draft: An unfinished email.

Sample Professional Email

To:

Subject: Question about Assignment 2

Hello Ms. Johnson,

I am writing to ask a question about the IT assignment due this Friday. Is it okay if I submit the file as a PDF?

Thank you,
Jordan Smith

How to attach a file

1. Open a new email (Compose).
2. Click the paperclip icon (📎).
3. Choose the file from your computer.
4. Wait for the blue bar to finish loading.
5. Check that the file is there before sending.

⚠ Common Mistakes: Leaving subject line blank, forgetting attachment, using slang, sending to wrong address.

✅ Practice: Write a practice email to yourself. Subject: "Test Email". Attach a photo. Send and check inbox.



Microsoft Word

What this is

Microsoft Word is a program used to create documents like essays, reports, and resumes.

Why it matters

Word is the standard tool for writing in school and business. It helps you make your work look professional and easy to read.

What you can do in Word

- Type and edit text.
- Change fonts and colors.
- Use bold and italics for emphasis.
- Create lists with bullets.
- Save documents for later.
- Check spelling.
- Print your work.



Learn More:

[GCFGlobal Word Tutorials](#)

[Microsoft Word Support](#)



Word Quick Reference

Words to Know

Document: A file created in Word.

Font: The style of text letters.

Bold: Darker text for emphasis.

Heading: A title or section label.

Alignment: Left, Center, or Right text.


Bullet points: Dots for lists.


Basic Tasks

1. **Create:** Click "Blank Document".
2. **Format:** Highlight text to change size/color.
3. **Headings:** Use "Styles" menu for titles.
4. **Lists:** Click bullet list icon.
5. **Save:** Click File > Save As.

Formatting Checklist

- Title is centered and clear.
- Name and date are included.
- Font is easy to read (size 11 or 12).
- Spacing is consistent.

 **Common Mistakes:** Forgetting to save, using too many fonts, not using spell check, naming file "Document1".

 **Practice:** Create a document about a hobby. Add a bold title. Write a short paragraph. Add a bulleted list.



Microsoft Excel

What this is

Microsoft Excel is a spreadsheet program used to organize data, do math calculations, and track information.

Why it matters

Excel is used in almost every business to track budgets, schedules, and lists. It is a very valuable job skill.

What students should know

A spreadsheet is a big grid made of **Rows** (numbers) and **Columns** (letters). The boxes where they meet are called **Cells**.

"Employers value Excel skills because they help organize information effectively."

Learn More:

[GCFGlobal Excel Tutorials](#)

[Excel Easy](#)



Excel Quick Reference

Words to Know

Row: Horizontal line (1, 2, 3).

Column: Vertical line (A, B, C).

Cell: One box (like A1 or C5).

Formula: A math instruction.

Worksheet: One page in Excel.

Basic Tasks

1. **Enter Data:** Click a cell and type numbers or text.
2. **Resize:** Drag the line between column letters.
3. **Formulas:** Always start with an equals sign (=).
4. **Save:** Keep your data safe by saving often.
5. **Organize:** Use bold labels for your headers.

Example: Simple Budget

	A (Item)	B (Cost)
1	Lunch	10.00
2	Bus	2.50
3	Total	12.50

Simple Formula Example

To add two numbers, type this in a cell:

```
=A1+B1
```

⚠ Common Mistakes: Typing text in a number cell, forgetting the = sign, putting data in wrong column.

✅ Practice: Create a "Weekly Expenses" sheet. List 5 items and prices. Use a formula to add them up.



Python Programming

What this is

Python is a programming language. It is a way to give instructions to a computer to make it do what you want.

Why it matters

Python is used to build websites, analyze data, create software, and automate boring tasks.

What beginners should know

You do not need to be a math genius to code. You just need to learn the rules of the language (syntax) and practice.

"Errors are a normal part of coding. Small practice sessions are powerful."

Learn More:

[W3Schools Python](#)

[Replit Coding Platform](#)



Python Quick Reference

Words to Know

Code: Instructions for computer.

Program: Code that does a task.

Output: What computer shows.

Variable: Name holding data.

Syntax: Grammar rules of code.

Error: Mistake computer can't read.

Your First Code

This code tells the computer to say "Hello" on the screen.

```
print("Hello, world!")
```

Basic Beginner Tasks

1. Open a code editor (like Replit).
2. Type the print command exactly as shown above.
3. Click "Run".
4. Look at the Output box to see your message.
5. Change the message to your own name.

⚠ Common Mistakes: Forgetting quotes "", forgetting parentheses (), capitalizing "Print", giving up after one error.

✅ Practice: Write code to print three things: Your name, Your favorite color, One goal for school.



Digital Success Habits

Building strong habits makes learning technology much easier.

1. **Save Often:** Don't wait until the end. Save every 10 minutes.
2. **Name Clearly:** Use descriptive names so you can find work later.
3. **Organize Folders:** Keep class work in specific class folders.
4. **Read Directions:** Don't rush. Read instructions twice.
5. **Small Steps:** Practice a little bit every day.
6. **Ask Early:** Ask for help before you get frustrated.
7. **Check Work:** Review everything before you submit.
8. **Be Patient:** Technology takes time to learn.

Before You Submit Checklist

- Did I complete all parts of the assignment?
- Did I save the final version?
- Is the file name clear?
- Did I attach the correct file?
- Did I double-check for mistakes?

"Organized students save time. Prepared students feel confident.
Consistent students improve."



Troubleshooting: If You Get Stuck

Files: I can't find my document.

Try This: Check "Recent Files" in Word. Check Downloads folder. Search computer for file name.

Email: I forgot the attachment.

Try This: Don't panic. Reply to your own email immediately with the file attached and a polite note.

Word: Formatting looks messy.

Try This: Select all text and set to "Normal" style. Then redo headings and bold text one by one.

Excel: Formula isn't working.

Try This: Check that you started with an = sign. Check that you used correct cell letters (A1, not 1A).

Python: I have a Syntax Error.

Try This: Look at the line number in the error message. Check for missing quotes or spelling mistakes on that line.

"A problem is not proof that you cannot do it. A problem is part of learning."



Quick Reference Toolkit

File Naming Cheat Sheet

- LastName_AssignmentName
- Class_Date_Topic
- Resume_FullName_2025

Keyboard Shortcuts (Windows)

Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Save	Ctrl + S
Select All	Ctrl + A

Email Template

Subject: [Class Name] - Question about [Topic]

Hello [Teacher Name],

I am writing to ask about [Assignment]. I am not sure how to [Task]. Could you please help me?

Thank you,
[Your Name]

When learning feels hard

1. Take a break.
2. Break the problem into smaller pieces.
3. Look at an example.
4. Ask a friend or teacher.



Resource Directory

Files & Basics

[GCFGlobal Computer Basics](#)

Email

[Google Applied Digital Skills](#)

[GCFGlobal Gmail Tutorial](#)

Microsoft Word

[GCFGlobal Word Tutorials](#)

[Microsoft Word Support](#)

Microsoft Excel

[GCFGlobal Excel Tutorials](#)

[Excel Easy](#)

Python Coding

[W3Schools Python](#)

[Replit Coding Platform](#)

Mini Glossary

Attachment: File sent via email.

Browser: Tool to view websites.

Cell: Box in Excel.

Code: Instructions for computers.

Cursor: Blinking line where you type.

Download: Save from internet.

File: Saved document/item.

Folder: Organizer for files.

Hardware: Physical computer parts.

Software: Programs and apps.

URL: Web address.

Virus: Harmful software.

Keep learning, keep practicing, and keep moving forward.