

Task Card



**I help people use
computers, tablets and
smartphones**



C_08

Task Card



**I help people type and
use the mouse on the
computer**

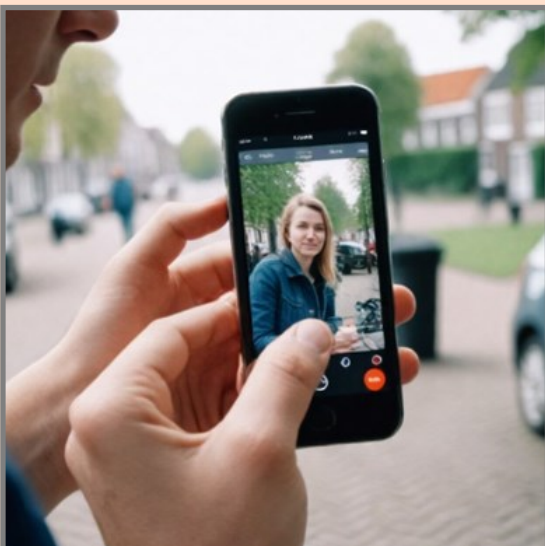


C_10

Task Card



**I help people to use
social media apps**

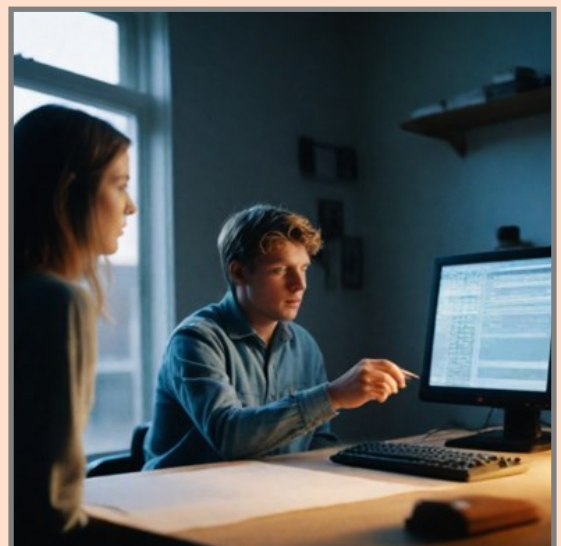


C_03

Task Card



**I check the content
quality**



C_22



Task card



I help to choose new website pictures



◆◆ C_20

Task card



I answer phones and greet visitors



◆◆ C_02

Task card



I help people to use Microsoft Office

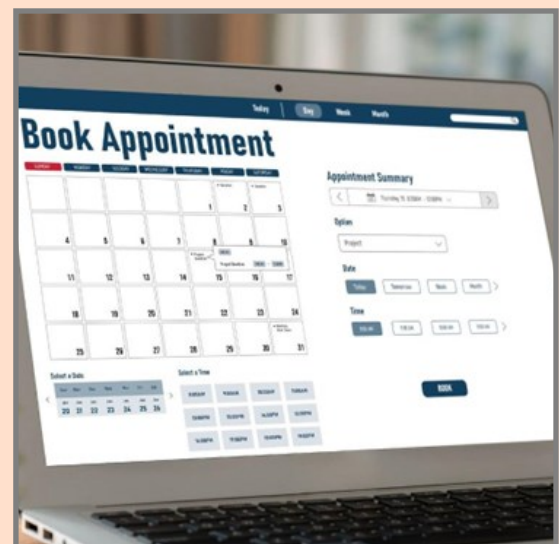


◆◆ C_06

Task card



I help people make appointments and meetings



◆◆ C_23



Task card



I operate photocopiers and printers



◆◆ C_21

Task card



I check and organise office supplies



◆◆ C_13

Task card



I help to set up and use video calls and online meetings

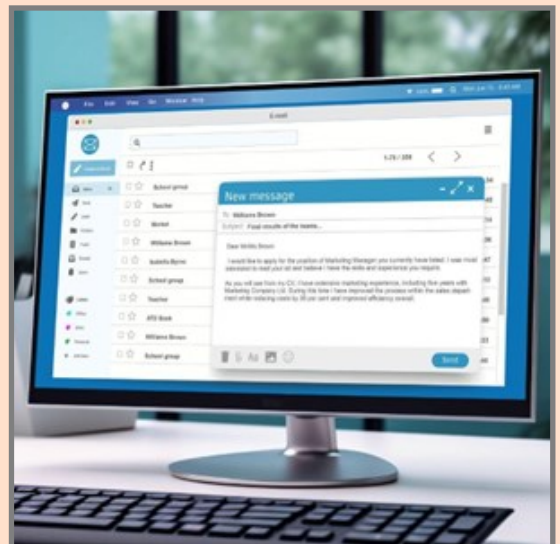


◆◆ C_15

Task card



I help to write and send emails and messages



◆◆ C_04



Task Card



I help people to use social media



C_09

Task Card



I make sure everyone speaks friendly online



C_17

Task Card



I solve problems on computers and devices



C_25

Task Card



I help others fixing the problem



C_19



Task Card



**I show people how to
make system setups and
configurations**

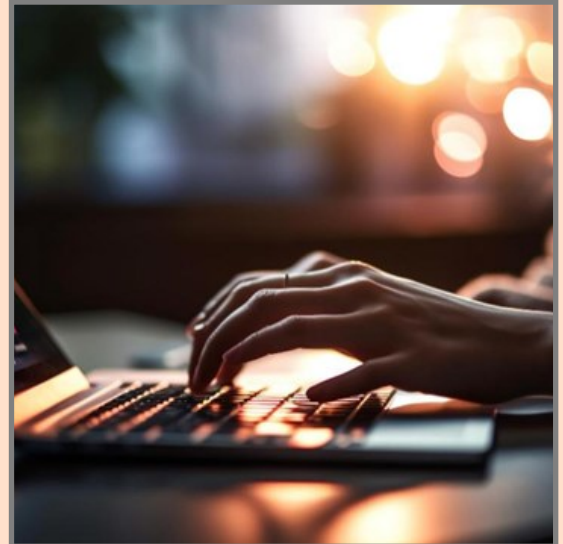


C_01

Task Card



**I write down technical
issues**



C_05

Task Card



**I assist in the installation
and updating of software
applications**



C_07

Task Card



**I give instructions for
technology
problems**



C_12



Task card



I help to use streaming platforms for movies, shows, and music.



◆◆ C_11

Task card



I help people to play online games



◆◆ C_14

Task card



I help on how to use applications

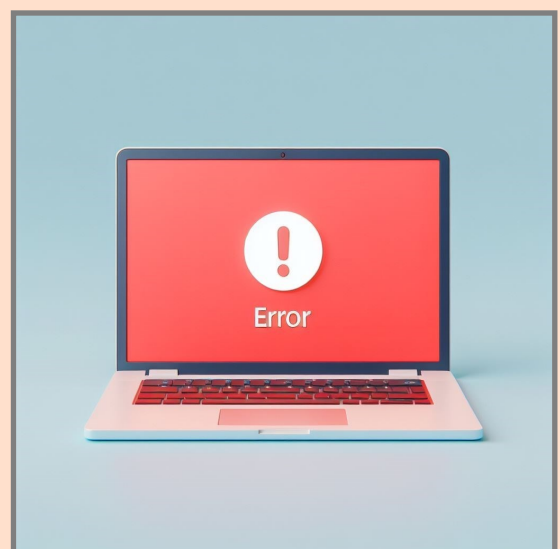


◆◆ C_16

Task card



I inform colleagues of a problem with the entertainment apps



◆◆ C_18



Task Card



**I give my opinion on
entertainment activities**



C_24



Co-funded by
the European Union