

## Training fiche

<b>Title</b>	<b>Online Data Management (Finding, storing and retrieving information)</b>
<b>Keywords</b>	Online Data Management, accessibility, search engine, googling, data storage, cloud storage, filing system, Miller's number
<b>Provided by</b>	d-ialogo
<b>Language</b>	English
<b>Training area (X where applicable)</b>	
<b>x</b>	Information Literacy
	Communication & Collaboration
	Safety
	Problem Solving
<b>Objectives / Learning outcomes</b>	
<p>At the end of this module you will be able to:</p> <ul style="list-style-type: none"> <li>• Knowing what information is important to me and how to find this data</li> <li>• Knowing exactly why systematically saving files is so important</li> <li>• Knowing what help is available to retrieve files</li> <li>• Knowing whether it makes more sense to store files on the computer or in the cloud</li> </ul>	
<b>Description</b>	
<p>Within this module, the audience learns in a first step to recognize what information the internet offers and how this information can be found with the help of search engines. There is also information on the topic of accessibility on the net.</p> <p>Unit 2 gives concrete help on how to save files on one's own computer or in the cloud. It also explains in detail why a folder structure should be set up systematically and according to Miller's rule.</p> <p>Unit 3 gives concrete tips for retrieving files and for efficient digital online management.</p>	

## Content index (3 levels)

### Module: Online Data Management (Finding, storing and retrieving information)

**Unit 1:** Searching properly - or: How do I find the information that is important for me?

- 1.1. What are the benefits of the internet?
- 1.2. Barrier-free access as a necessity for the senior generation
- 1.3. The selection and use of search engines

**Unit 2:** Backing up files - or: How do I store my files systematically and in a structured way?

- 2.1. Importance of systematic file saving
- 2.2. Digital folder structure on the computer
- 2.3. Store files locally in the computer or in the cloud

**Unit 3:** Retrieving files - or: How do I keep track of the files I have saved?

- 3.1. Problems of a deficient filing structure
- 3.2. Tools for finding files in your own folder structure
- 3.3. Tips for Digital Online Management

## Content developed

### Module: Online Data Management (Finding, storing and retrieving information)

**Unit 1: Searching properly - or: How do I find the information that is important for me?**

#### **Section 1.1.: What are the benefits of the internet?**

Within this Unit the learner gets information about benefits of web based information and products – selected by topics or different target groups.

#### **Section 1.2.: Barrier-free access as a necessity for the senior generation**

The access for all users is mandatory for the providers. The unit gives an overview of possible tools and describes necessary technologies.

#### **Section 1.3.: The selection and use of search engines**

The learners get support in selecting the right search engine and 10 step search process – based on a concrete example.

**Unit 2: Backing up files - or: How do I store my files systematically and in a structured way?**

#### **Section 2.1.: Importance of systematic file saving**

The learners gets an overview how to organize a systematic saving of files including information about the prerequisites of the storage location.

## **Section 2.2.: Digital folder structure on the computer**

In this unit learners gets a good idea how to start a process of creating a digital folder based on practical experiences and based on the 7+2 model. Additionally the structured system.

## **Section 2.3.: Store files locally in the computer or in the cloud**

We present advantages and disadvantages of data storage in cloud systems or in local on-site systems.

## **Unit 3: Retrieving files - or: How do I keep track of the files I have saved?**

### **Section 3.1.: Problems of a deficient filing structure**

The learner gets information why files do disappear on the computer and about the problems followed by a file structure which is not ideal.

### **Section 3.2.: Tools for finding files in your own folder structure**

Within part 2 of this unit the learners get very practical information how to rediscover files on Windows based or MAC based computers.

### **Section 3.3.: Tips for Digital Online Management**

12 ideas for a good an efficient digital online management.

## **5 Glossary entries**

### **Data Management**

Data Management is the practice of ingesting, processing securing and storing an organization's data.

<https://www.ibm.com/topics/data-management>

### **Web Accessibility**

Accessibility means creating websites and mobile (web) applications in such a way that more people can use them without restriction. In this context, accessibility refers first and foremost to people with disabilities.

<https://www.rkw-kompetenzzentrum.de/publikationen/faktenblatt/barrierefreiheit-im-web/was-bedeutet-barrierefreiheit-im-web/>

### **Search Engine**

Search service in the World Wide Web realized via an HTML document, with the help of which HTML documents can be found for a previously specified term.

<https://wirtschaftslexikon.gabler.de/definition/suchmaschine-50020>

### **Data Backup**

In a data backup, data is copied to an external storage medium. In this way, the data can be restored promptly if a data loss occurs.

<https://www.ahd.de/was-ist-eine-datensicherung-und-wie-profitiert-ihr-unternehmen-davon/>

## Cloud

The cloud provides storage space, computing power and executable software in a remote data center. The English term takes into account the fact that the server used for this purpose is not directly visible to users, but is hidden as if behind a cloud.

<https://www.ionos.de/digitalguide/server/knowhow/was-ist-eine-cloud/>

## 5 multiple-choice self-assessment questions

### Question 1. When researching in search engines, special attention must be paid to:

- Option a: Popularity with young users
- Option b: The best animation of the content
- Option c: Balance of information

**Correct option: c**

### Question 2. A digital folder structure that is accepted and supported by all employees is characterised by:

- Option a: The 7+2 Folder System
- Option b: Double filing of all files
- Option c: Determination of the structure by the supervisor(s)

**Correct option: a**

### Question 3. "Googling" is a synonym for:

- Option a: Set the screen font to the format: Google
- Option b: Internet search with the Google search engine
- Option c: Accessibility on the computer according to Google specifications

**Correct option: b**

### Question 4. What should I pay particular attention to when backing up data?

- Option a: The 8-7-6 Rule
- Option b: Storage in common formats such as PDF, JPG, WORD, EXCEL ...
- Option c: Regular inspection of the storage media after 10 years at the earliest

**Correct option: b**

## Question 5. Digital online management is necessary because:

Option a: This is the only way for new employees to get an overview quickly

Option b: The own IT department only knows where data is stored in this way

Option c: Saving data in the e-mail inbox helps to keep the amount of data in the organisational structure low.

**Correct option: a**

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<b>Related material</b>	23_05_10 BOOMER_Training_Module_Online Data Management_EN.pptx
<b>Reference link</b>	[reference link if any, a more specific/in depth link closely related to the course]
<b>Video in Powtoon format</b>	[link]