

# IGNITE CURIOSITY

PRESENTS

## The SMILE Method™

The Self-Motivated Impact Learning Environment utilizes techniques for success.

## 5 Cs of 21<sup>st</sup> Century Learning

The skills students need to learn to be successful today in a digital world.

## MICROSOFT 365: Modern Workforce Training

Microsoft 365 is a suite of apps that help you stay connected and get things done.

## I.G.U.A.N.A. Hive

Intelligent Guidance Using Advanced Notebook Applications



AEP  
Authorized Education  
Partner

# The SMILE Method™

We encourage learning from preschool all the way to career growth with a SMILE - a Self-Motivated Impact Learning Experience. In this method, students go through a multi-step process to encourage themselves, ignite their own curiosity, find inner passions, collaborate with like-minded individuals who share similar goals and who are discovering the same subjects, and finally to engage in community development to share wisdom back with those who need it most.

We have trained the same individuals for over 25 years and continue to encourage, inspire, and mentor curious minds of all ages. We curate learning environments to be peaceful, flexible, and all-encompassing with tools in place for the self-motivated to explore. Nobody wants to sit in small desks and get lectured, but on the flipside - teachers do not want to work with students who lack motivation.



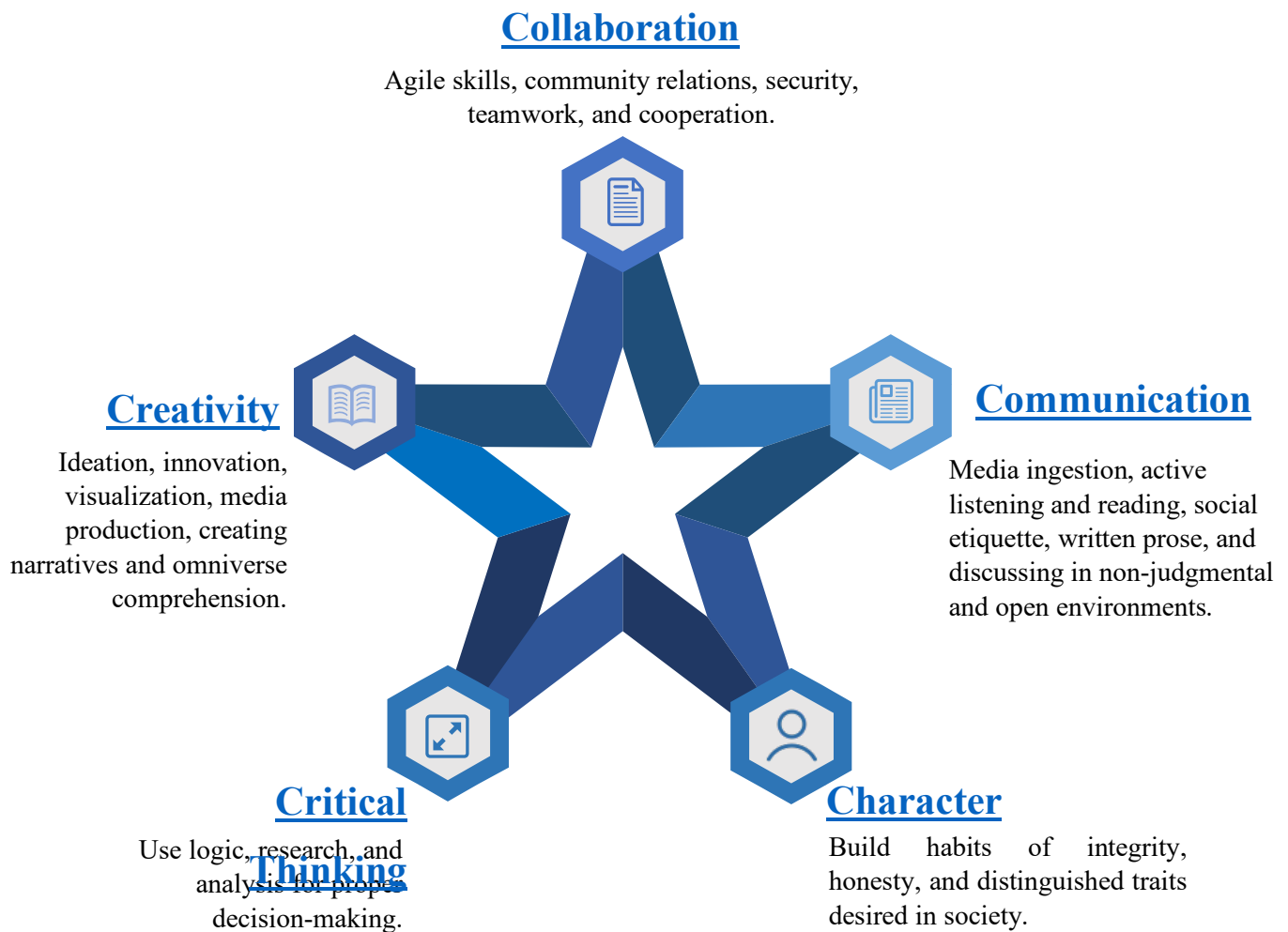
As a SMILE Student™, you are responsible for your own exploration and your own curiosity.

The Curiosity Coach does not hold your hand through the learning process, but instead reminds you how valuable it is to make mistakes and also reminds you to engage in impactful learning. This style of learning has tangible results in your community instead of mundane homework with no real-world application. In this fashion, we are able to give internships and opportunities to students of all levels within companies and organizations who are partnered with us.

[Join the Curiosity Hive](#)

# 5 Cs of 21<sup>st</sup> Century Learning

Our pedagogical approach focuses on pillars of learning innovative areas important for future generations joining the workforce. This approach shifts focus away from traditional education and into areas which promote self-learning, social interaction, and technical abilities using business intelligence needed in an ever-changing society.



# Microsoft 365 – Modern Workforce Training

## The Modern Workforce

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Learn how to empower yourself for the modern workplace with knowledge of Microsoft 365 solutions.

### 1. Create Microsoft Account

- ☐ Go to [www.office.com](https://www.office.com)
- ☐ Choose “Sign up for a free version of Office”

### 2. Complete Microsoft Modern Workplace Training

Go to the Modern Workplace Training website and complete the following checklists.

#### I. [Get My Work Done](#):

Whether on your commute or out having coffee, use Microsoft apps and services for iOS and Android to stay connected. Install these free apps now for your communications, your social network, and get to the things that matter faster.

- ☐ [Stay Connected](#)
  - i. Setup Email on Your Mobile Device
  - ii. Manage Your Calendar
  - iii. Connect LinkedIn to Outlook
- ☐ [Take and Read Notes](#)
  - i. Take Notes
  - ii. Draw and Write Your Notes
  - iii. Share Your Notes with Others
- ☐ [Develop Impactful Content](#)
  - i. Bring Your Slides to Life with Designer
  - ii. Get Ideas in Excel
  - iii. Excel Data Types
- ☐ [Access Your Files on Any Device](#)
  - i. Use the OneDrive Mobile App
  - ii. Use the Word Mobile App
  - iii. Share Files and Folders
- ☐ [Save Time](#)
  - i. Understand how you spend your time with My Analytics
  - ii. Sync your clipboard
  - iii. Find your stuff in Windows
- ☐ [Stay Secure and Private at Work](#)
  - i. Stay Secure and Private at Work
  - ii. Sign in with Windows Hello
  - iii. Restrict Changes to Files
  - iv. Stay in Control of Your Privacy

## Get Work Done with My Team

Whether you're working with teammates from inside or outside your organization, Microsoft Teams creates a hub for teamwork. Keep your shared files in a single secure location that everyone can access. And with chats, meetings, and calls, everyone has the right tools to stay connected no matter where they are.

- [Create and organize teams](#)
  - i. Get your team running
  - ii. Teams and Channels
- [Optimize team conversations](#)
  - i. Start Chats and Make Calls
  - ii. Use @mentions
  - iii. Send email to a channel
  - iv. Filter Your Activity Feed
- [Work Together in Microsoft Teams](#)
  - i. Add Tools with Tabs
  - ii. Add a Plan
  - iii. Work on a File Together
  - iv. Connect with SharePoint
- [Manage Meetings](#)
  - i. Create Instant Meetings with Meet Now
  - ii. Manage Meetings
  - iii. Move around in a Meeting
  - iv. Hide Notifications during Your Presentation
- [Collaborate on Files](#)
  - i. Save and Share Files
  - ii. Co-Author with Others
  - iii. Use Comments
  - iv. Use @mentions

## Get Work Done with My Org

Learn the various communication and connection mediums available inside of Microsoft 365.

- [Yammer](#)
  - i. Yammer: Your company's social network
  - ii. Sign In
  - iii. Notification in Yammer
  - iv. Join and Create Groups
  - v. Like, reply to, and share
- [SharePoint](#)
  - i. SharePoint: Your company's home base
  - ii. Find and follow sites, news, and content
  - iii. Stay connected with the SharePoint mobile app
- [Microsoft Stream](#)
  - i. Microsoft Stream: Your company's video portal

# MICROSOFT 365 COURSES:

- [Demonstrate fundamental knowledge of Microsoft 365 productivity and teamwork capabilities](#)
- [Discuss Azure Fundamental Concepts](#)

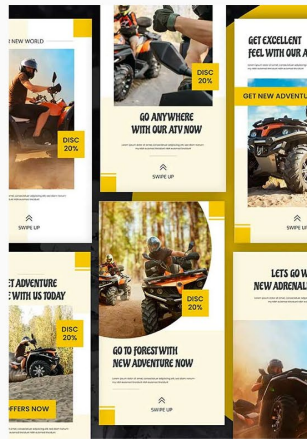
# IGUANA HIVE

## Intelligent Guides Using Advanced Notebook Applications



### Anthropology

UX, UI, & BEHAVIORAL SCIENCE



### Narratives

BRANDING, STORIES, & CONTENT



### Analytics

RESEARCH & DATA SCIENCE

Iguana Hive is a community for members who contribute to Intelligent Guidance Using Advanced Notebook Applications (IGUANA). Notebooks are extremely advanced compared to notebooks from just a decade ago. The pioneer of the future uses Advanced Notebook Applications (ANAs) which have the capability of holding data visualizations, dynamically updated knowledge, can be collaborated on from anywhere in the world, and can hold quizzes, statistics, and so much more.

ANAs can even hold computer programming algorithms with options such as [Jupyter Notebooks](#) and Markdown Notebooks.

In this section, you will be introduced to ANAs and learn how the future of the workplace is finding new recruits directly inside ANAs and their affiliated applications.

We'll also introduce you to some supporting frameworks and social networks where you can find a large number of IGUANA Hive members.

## 1. Join the [Iguana Hive](#)

You can use [The SMILE Method™](#) and join for free, or subscribe to a monthly program for guidance.

## 2. GitHub Learning Lab

With GitHub Learning Lab, grow your skills by completing fun, realistic projects. Get advice and helpful feedback from the GitHub friendly Learning Lab bot.

### ➤ [First Day on GitHub](#)

Even though this is titled “First Day”, prepare for 1-2 weeks to complete this material if you are non-technical.

### ➤ [Learn Open Source with Good First Issues](#)

Learn how companies and projects big & small are making use of #GoodFirstIssues (GFIs) inside Repositories (Repos) or on ANAs and learn how you can make a difference while learning.

### ➤ [Select an Organization below and browse their GFIs](#)

The following organizations are affiliated with our learning program and have made a commitment to hiring job seekers who make contributions to their Repos through GFIs.

[Tao Fruit – Creative Agency focused on Web Design](#)

[GAPP – Web & Application Design Agency](#)

[Northern Ark – Business Incubator](#)

[Tao Learning – Non-Profit in Education](#)

[Tao Precision – Construction & Architecture](#)

[INSTAR Lab – Research Institute & Artificial Intelligence](#)

## 3. Bonus GitHub Courses:

### ➤ [Prepare to use GitHub](#)

### ➤ [Introduction to HTML](#)

### ➤ [Become an Open Source Enterprise](#)

## 4. Continued Learning with a SMILE

a. Find Pathways at [Ignite Curiosity](#)

b. Learn [Microsoft Skills for In-Demand Jobs](#)