

Develop activities with the elderly who are being supported by institutions

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Activity Report

Abstract—This report describes the activity that involved volunteering to aid the Centro Paroquial do Campo Grande conduct activities with their elderly. I was asked to help prepare a kit which contained among other things, water and food for their trip next week. I was also asked to teach some members of the organization how to use Excel in order to improve the information management of the elderly, in regard to their presences and needs. In both these activities I received a brief explanation of what I was supposed to do, which I did with my colleague Carlos Ribeiro. The days on which we executed our duties were established with our contact in the Centro Paroquial do Campo Grande, Helena Presas.

Index Terms—Volunteering, Manual Work, Excel.

1 INTRODUCTION

THIS document describes the activity I conducted for the subject of Portfolio Pessoal IV (PPIV) in the hope of increasing my soft skills. This activity required me to assist the elderly of Centro Paroquial do Campo Grande, by preparing kits for them to use in an upcoming trip and teaching members of the organization how to properly use Excel. This report describes my semester performing this activity.

2 FIRST CONTACT WITH THE ENTITY

My coaching team was the bridge between me and the entity EntreAjuda. In the beginning my coaching team contacted the association EntreAjuda, the ones that proposed the different volunteering activities including my activity and gave me the contact of my selected activity.

In the end of April I got the address of the entity Centro Paroquial do Campo Grande

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(Figure 1), located near Avenida do Brasil in Lisbon.



Figure 1. Centro Paroquial do Campo Grande.

I scheduled with Helena Presas a meeting to discuss the activity I, and my colleague Carlos Ribeiro, would be conducting. We were advised to prepare a quick guide for the members of the organization, with the most common commands in Excel, and where we explained the details of what we would be teaching.

Finally we scheduled the days on which we

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(0.8) Very Good		Object × 2	Opt × 1	Exec × 4	Summ × .5	Concl × .5	SCORE	Struct × .25	Ortog × .25	Exec × 4	Form × .25	Titles × .5	File × .5	SCORE
(0.6) Good		0.7	0.7	0.7	1.0	0.4		1.0	1.0	1.0	1.0	1.0	1.0	
(0.4) Fair														
(0.2) Weak														

would conduct the activity.

3 CREATING KITS FOR THE TRIP

When we, me and colleague Carlos Ribeiro, arrived there on our first day, we were notified that the classes of Excel that we were suppose to give, would not happen because the members of the organization had some important matters to attend.

Our coordinator Helena Presas assigned us a new activity so that our presence there would not go to waste. We were assigned to assist other members with the creation of kits, so that the elderly could go on a trip next week around the garden of Campo Grande (Figure 2).



Figure 2. Garden of Campo Grande.

We were escorted to the basement, where we were given boxes which contained materials that needed to be place inside of those kits, our goal was to prepare four hundred kits.

To accomplish this goal we established, with the other members of the organization, an assembly line and assigned each element to their respective station.

I was assigned with the task of including water bottles in the kits. The bottles were kept inside packs that contained exactly twenty bottles, so I needed to remove bottles from

over twenty packs.

After a lot of hard work the kits were ready. Finally I helped to sort them into those that were missing some components and those that had everything they needed. I stored them in the basement and the activity was completed.

Before me and Carlos Ribeiro left we scheduled a new day for us to come to Centro Paroquial do Campo Grande and teach their members Excel. The date was set a week from that day.

4 CREATING AN EXCEL GUIDE

Back at home, me and Carlos Ribeiro communicated over Facebook, in order to create a guide for the members of the organization of Centro Paroquial do Campo Grande, so that we could better teach them basic and advanced concepts in Excel.

The first step was designing a progressive structure for the guide, in other words, a simple yet effective guide that the members could follow even when me and Carlos Ribeiro were not there.

At the same time it needed to be a guide that started with some simple concepts (Figure 3) and then increased the difficulty as the members learned.

After the guide was finished all we, me and Carlos Ribeiro, needed to do was wait for the day, on which we would give the Excel classes.

5 EXCEL CLASSES

I arrived at Centro Paroquial do Campo Grande at the scheduled date. After my colleague Carlos Ribeiro arrived we were greeted by the members of the organization and escorted to a room where we had computers with Excel, necessary to conduct the class.

Básicos

<http://www.excel-easy.com/>

Esta seção explica os conceitos básicos de Excel.

- 1 Fita: Saiba como minimizar e personalizar a fita.
- 2 Livro: A pasta de trabalho é outra palavra para seu arquivo de Excel (Contém várias páginas). Excel cria automaticamente uma pasta de trabalho em branco no início.
- 3 Planilhas: Uma planilha é uma coleção de células onde você guarda e manipula os dados. (Uma planilha é uma página do livro) Por padrão, cada livro do Excel contém três planilhas.
- 4 Formatar células: Quando formatar células no Excel que alterar a aparência de um número sem alterar o número em si.
- 5 Encontrar & Selecionar: Saiba como usar a procura do Excel Substituir.
- 6 Modelos: Em vez de criar uma planilha do Excel a partir do zero, você pode criar uma pasta de trabalho com base em um modelo. Há muitos modelos gratuitos disponíveis, à espera de ser utilizado.
- 7 Validação de dados: Use validação de dados no Excel para se certificar de que os usuários inserem certos valores em uma célula.
- 8 Atalhos de teclado: Atalhos de teclado permitem que você faça as coisas com o teclado em vez do mouse para aumentar sua velocidade. (Opcional)
- 9 Impressão: Este capítulo ensina como imprimir uma folha de cálculo e como alterar algumas configurações de impressão importantes no Excel. (Opcional)
- 10 Partilhar: Aprenda a compartilhar dados do Excel com documentos do Word e outros arquivos. (Opcional)

Figure 3. Basic Concepts from the Excel Guide.

First we talked with the members of the organization to find out what kind of knowledge they already had regarding Excel. They told us they mainly use Excel to store information about the elderly and make calculations based on that information.

These calculations most of the time only involved sums or multiplications, but the members of the organization needed to find a faster and easier way to apply calculations to a group of rows or columns.

I started by showing them some simple commands and having the members of the organization make some simple tables and graphs, the result of which can be seen in Figure 4.

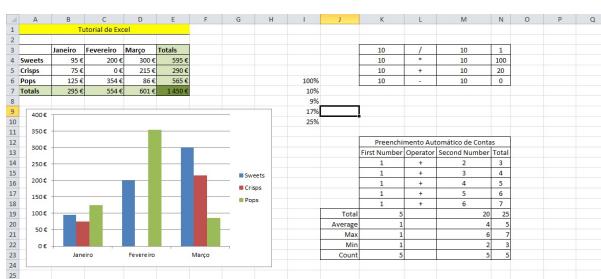


Figure 4. Tables and Graphs made during class.

After those exercises I and Carlos Ribeiro, started working directly with the Excel files

that those members used.

They showed us some troubles they had, mainly concerning calculations that needed to appear at specific places in the Excel sheet.

We showed them different methods for formulas and calculations and provided answers to the main problems they had. I always tried to show them how it was done but give them the exercise of doing it themselves to see if they really understood the concepts.

After a couple of hours they felt that they had enough knowledge to continue the rest of the tasks on their own. They thanked us a lot, and we provided our e-mail addresses so that if they had any other questions they could contact us.

6 CONCLUSION

After we completed the activity me and Carlos Ribeiro reported back to Helena Presas stating that the class had finished but unfortunately she was not available, so we left a note in reception with the results of the activity and a thank you to her for the opportunity.

This work brought in me a feeling of accomplishment since I was able to help, by doing volunteering for that association. It also helped me gain some helpful skills that will surely come in handy in the future.

A conclusion related with the work!

7 ACKNOWLEDGEMENTS

I would like to thank the organization of Centro Paroquial do Campo Grande for welcoming me with opened arms, and for allowing me to work beside people who spend their days trying help others, from the little to the old, by any means they can. This was truly a very enriching experience.

I would also like to thank Carlos Ribeiro for being a great partner during the course of this

activity and Professor Rui Cruz for giving me the opportunity to conduct this activity and introducing me to this great tool [1] that will surely be helpful when I write my thesis.

which one?

REFERENCES

- [1] L. Lamport, *TEX: A Document Preparation System*. Reading, Mass.: Addison-Wesley, 1986.



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