Digital Skills Lessons

Thanks to these partners for the development of these materials.

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Being Social Media Savvy

Being Social Media Savvy is an introductory lesson on various social media platforms. In the workshop, participants will learn what is social media, the popularity of this platform, and the potential usefulness. Several popular social media platforms are highlighted, potential users identified, and a brief demonstration will be offered. The workshop also features social media etiquette and security.

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Buying and Selling Online

Buying and selling online workshop is designed for the individual who is considering using an online platform to purchase or sell goods or services. Through real-life examples, the advantages and disadvantages will be discussed so participants can make a more informed choice in their buying and selling decisions. Reputable platforms and digital payment methods will be shared along with recommendations to keep yourself and your accounts safe.

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Computer Basics

This course is designed for the individual who is considering adding a computer to their home or is interested in learning more about computers in general. This course will discuss what a computer is, how it impacts daily life, and what type of computer is the best fit. Participants learn the basics of hardware and software, to better understand how to get the most from a computer, and the five things to consider in making an informed decision when purchasing a computer.

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Connecting to Government Resources

This course is designed to help participants fully utilize online access to government resources and support. During the workshop, we will discuss what is e-government and how to identify legitimate portals. We will explore the common search areas, along with social services, and voter registration.

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Internet Safety, Ethics, and Identifying Credible Sources

This workshop is designed to help participants take proactive measures to safeguard themselves while on the Internet. We will discuss various forms of scams from impersonation to malware. Additionally, participants will explore how to secure their accounts and devices with passwords while honing the ability to identify credible sources using the CRAAP Test. Lastly, we will discuss digital ethics and how it impacts all users.

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Internet Safety for Kids

Normal safeguards and security practices may not be efficient in keeping kids safe while using the Internet. However, there are tips and advice that parents and caregivers can benefit from to prevent children from experiences those dangers while online. This workshop will teach participants the basics of Internet Safety for Kids.

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Introduction to E-Mail: The Power of Digital Communication

This course is designed for the individual who would like to learn about the advantages of having a personal email address During the workshop, we will discuss the key features participants should look for in an email provider, how to create an address, perform basic and advanced actions to get the most out of an email address, along with how to maintain safety when using an email address.

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## Introduction to Microsoft Word: A Word Processing Program

The Introduction to Microsoft Word gives participants the opportunity to explore how to access the full potential of the word processing program. This workshop guides a beginner through instruction on recognizing the parts, customizing the script (font), changing the layout, using the clipboard, and using spelling and grammar check. At the end of this session, participant will know how to create a final document, save their newly created document, and organize their documents in folders and subfolders.

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Netiquette
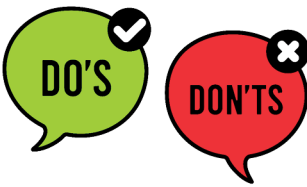
This workshop reviews the ten guidelines for courteous communication in the online environment, also known as netiquette. Explore common communication mediums, practice your netiquette "GOs and NOs", and review examples of common communication "DOs and DON'Ts" so that your online communication uses proper netiquette.

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Saving, Recovering, and Sharing Data and Files

This workshop is designed to demonstrate the basics of saving, recovering, and safely sharing files. Along with hands on activities, participants will discuss how to save different forms of data to a device, locate files that were previously saved, and recover files that might have been deleted. Additionally, we will discuss file-sharing services and sharing files through email.

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Using a Smart Phone or Tablet

In the lesson, Using a Smart Phone or Tablet, we will cover the basics functions of both Apple ® and Android devices. Participants will become familiar with the layout of the device, touch on what an operating system is, and how to secure a device. At the end of the lesson, participants will have time to practice powering on, discovering the home screen, and using gestures such as scrolling, swiping, and tap/hold/drag.

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Zoom: A Participant's Guide

Zoom: A Participant's Guide is an introductory class to the Zoom online meeting platform to increase the comfort level. Participants will gain a better understanding of what Zoom is and what computer accessories are needed to be able to fully participate in a Zoom meeting. In the workshop, participants will practice joining a meeting, learn how to navigate within a meeting, and can obtain a free Zoom account. The goal of the workshop is to increase the comfort level of joining a Zoom meeting.

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Zoom: Host Basics

Zoom: Host Basics is for the individual who wants to host an online meeting, class, or a get-together. This workshop reviews how to personalize a profile, insert virtual backgrounds to maintain privacy, and the core functions of creating a meeting. Additionally, participants will explore the basics of a Zoom meeting and can practice scheduling a meeting, inviting others to join their meeting, sharing their screen, as well as creating and launching a poll while in a meeting.

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