



## What Does It Mean to Be Digitally Literate? 🧑

**Digital Literacy** is the ability to effectively navigate digital technology like computers and the internet. With technology being an integral part of our daily lives, being digitally literate is crucial for living, learning, and working in today's society. Regardless of your career path, basically every job requires some degree of digital competency. Don't worry if you're not a tech expert - this course is designed to help you develop practical computer-related skills that will come in handy in any profession.

## Why should I learn to use digital technology? 🖥️🌐

- **Access to limitless information** - The internet contains a vast amount of information, but learning to access and understand that information requires practice.
- **Improved communication** - Technology allows for almost instantaneous communication, and having an online presence is now an expectation in our society. Knowing how to cultivate a positive image through social media is also important.

- **Tools for improving physical and mental health** - Technology can be used to track fitness, help with your diet, and learn about mental health to a degree that was not possible until relatively recently.
- **Increased productivity** - Many traditional time management tools have been digitized, making productivity more efficient in work, school, and home settings. Knowing how to use technology effectively can save time and increase productivity.
- **More effective shopping, job hunting, and much much more**

## Avoiding Hazards ⚠️

- **Protecting your health** - Spending a lot of time using digital technology can have negative effects on your health, such as eye strain and poor posture. To protect your health, it's important to take frequent breaks, use ergonomic equipment, and adjust the settings on your devices to reduce eye strain.
- **Protecting your hardware** - Computers can be expensive. Learn about potential risks and learn how to keep your hardware safe.
- **Protecting your files** - Losing important files can be devastating, but there are several ways to protect them. Learn how to secure your personal information.
- **Online safety** - Knowing how to navigate the internet safely is crucial for avoiding online hazards and pitfalls. Learning to use digital technology safely is important for protecting yourself from online scams, viruses, and other dangers.