

# DIGITAL LITERACY 101

## GUIDE

Compiled by Digizens



Are you ready to enhance  
your knowledge about  
digital literacy?

Let's get started!



# LIST OF CONTENTS

1. Definition of Digital Literacy
2. Benefits of Digital Literacy
3. Best practices
4. Key Concepts
5. Mobile Apps to Download



# DEFINITION

Digital literacy refers to the ability to find, evaluate, create, and communicate information in a digital environment. It encompasses skills such as navigating the internet effectively, critically evaluating online content, understanding digital security and privacy, and using digital tools for various purposes.



# BENEFITS

1. Improved access to information and resources.
2. Enhanced communication and collaboration abilities.
3. Better opportunities for learning and skill development.
4. Increased productivity and efficiency in various tasks.
5. Empowerment to participate fully in the digital world.

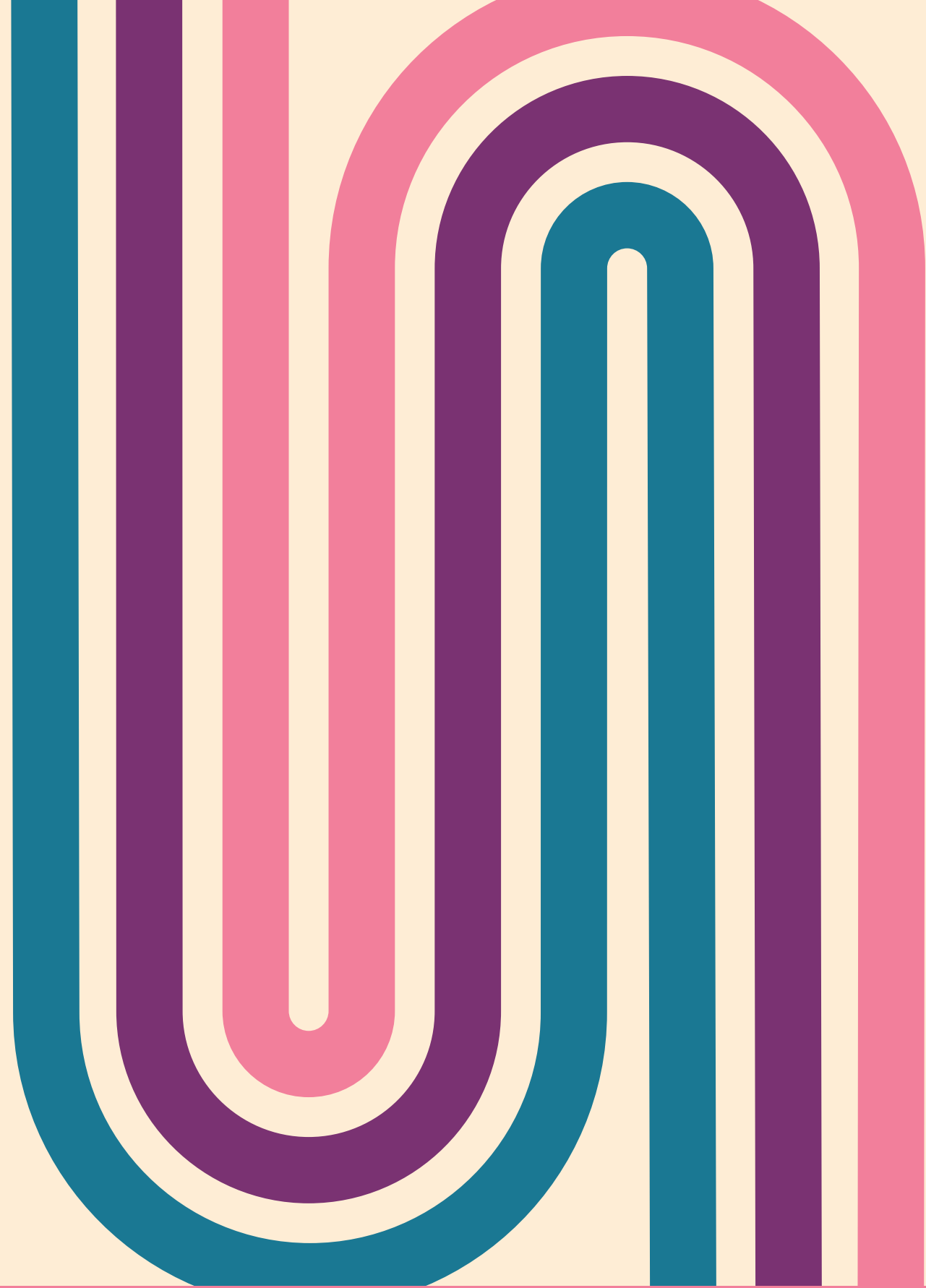




# BEST PRACTICES

Here are some best practices to becoming a digital literate





# INTERNET BASICS

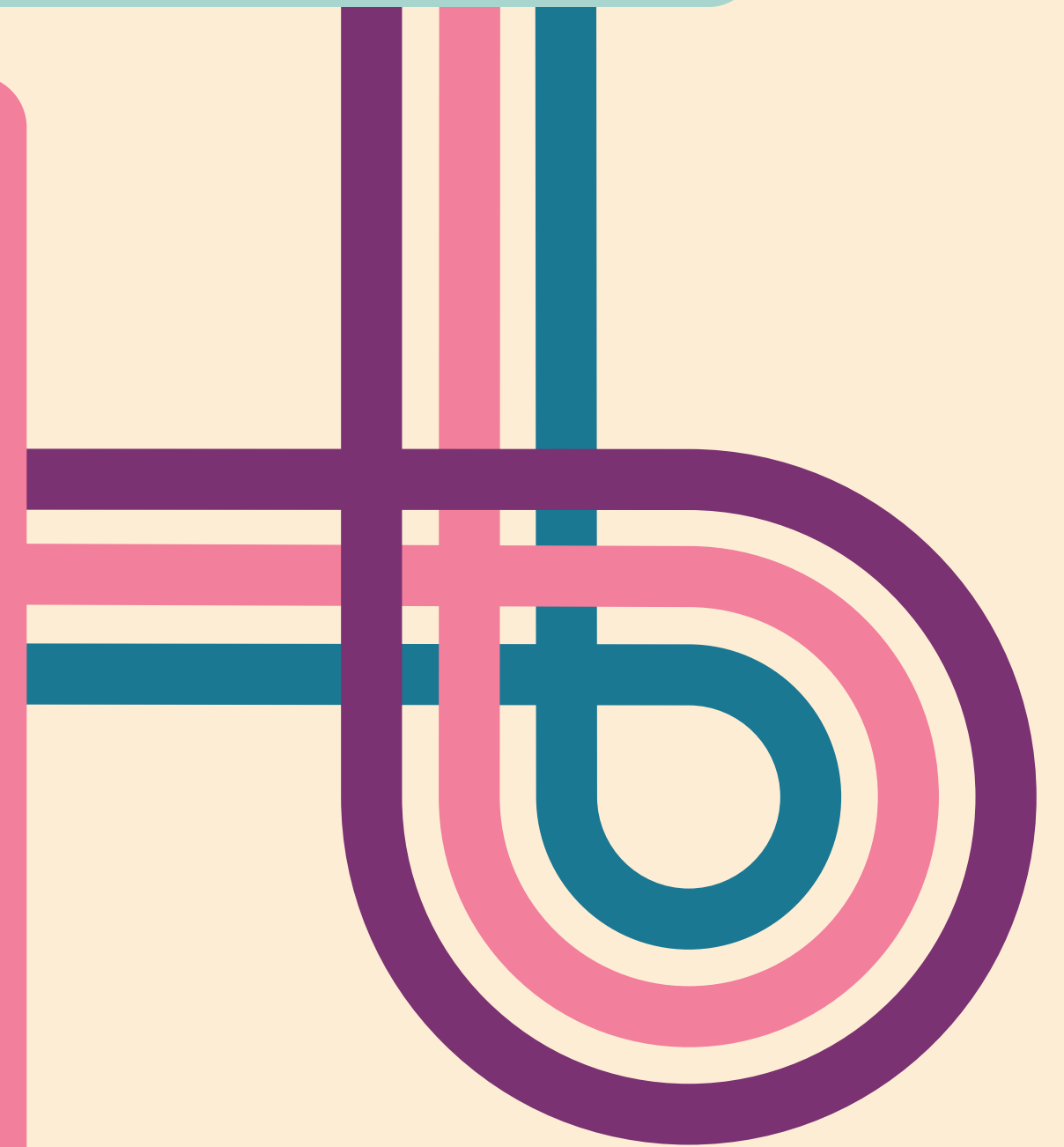




Understand how the internet works, including concepts like IP addresses, web browsers, and URLs.



Learn how to perform basic internet tasks such as searching the web, navigating websites, and bookmarking pages.



2

## EMAIL ETIQUETTE





Learn how to compose professional emails, including proper formatting, tone, and grammar.



Understand how to manage your email inbox effectively, including organizing emails into folders, using filters, and avoiding email overload.





3

# SOCIAL MEDIA LITERACY



Learn how to use privacy settings to control who can see your posts and information, and understand the consequences of oversharing.

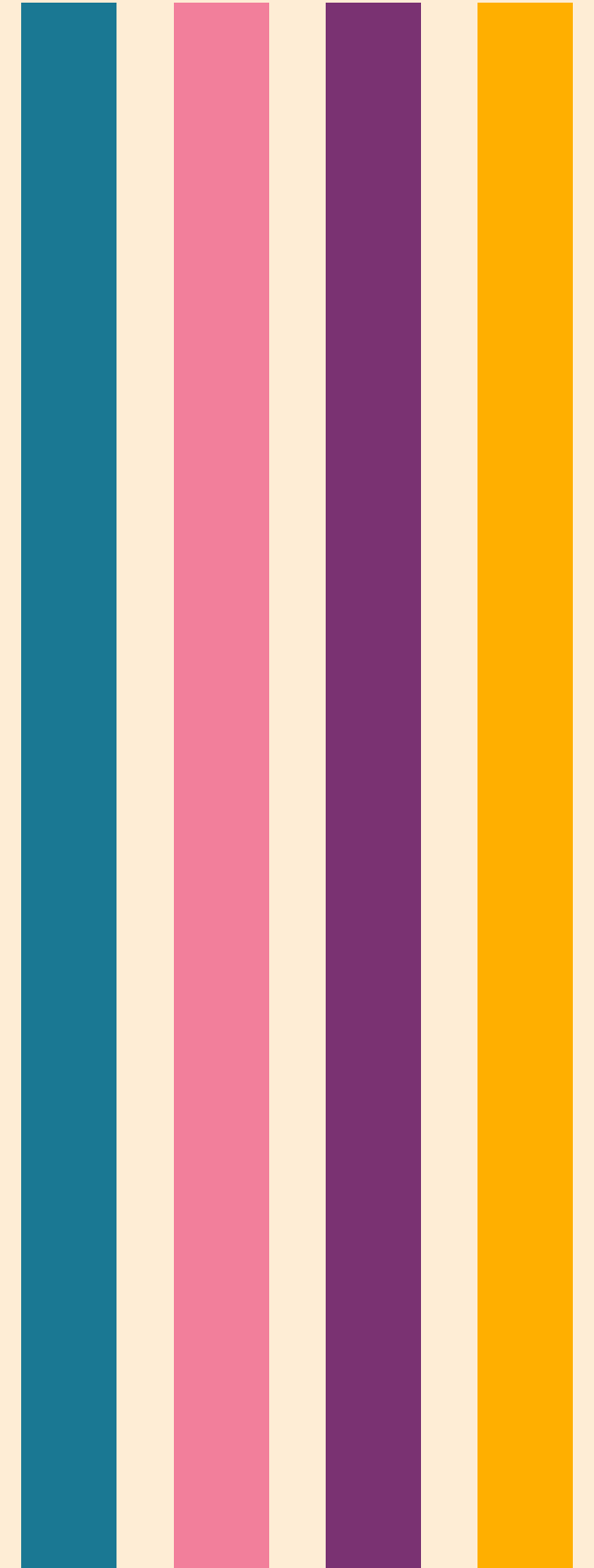


Understand the basics of popular social media platforms such as Facebook, Twitter, Instagram, and LinkedIn.





# DIGITAL CITIZENSHIP

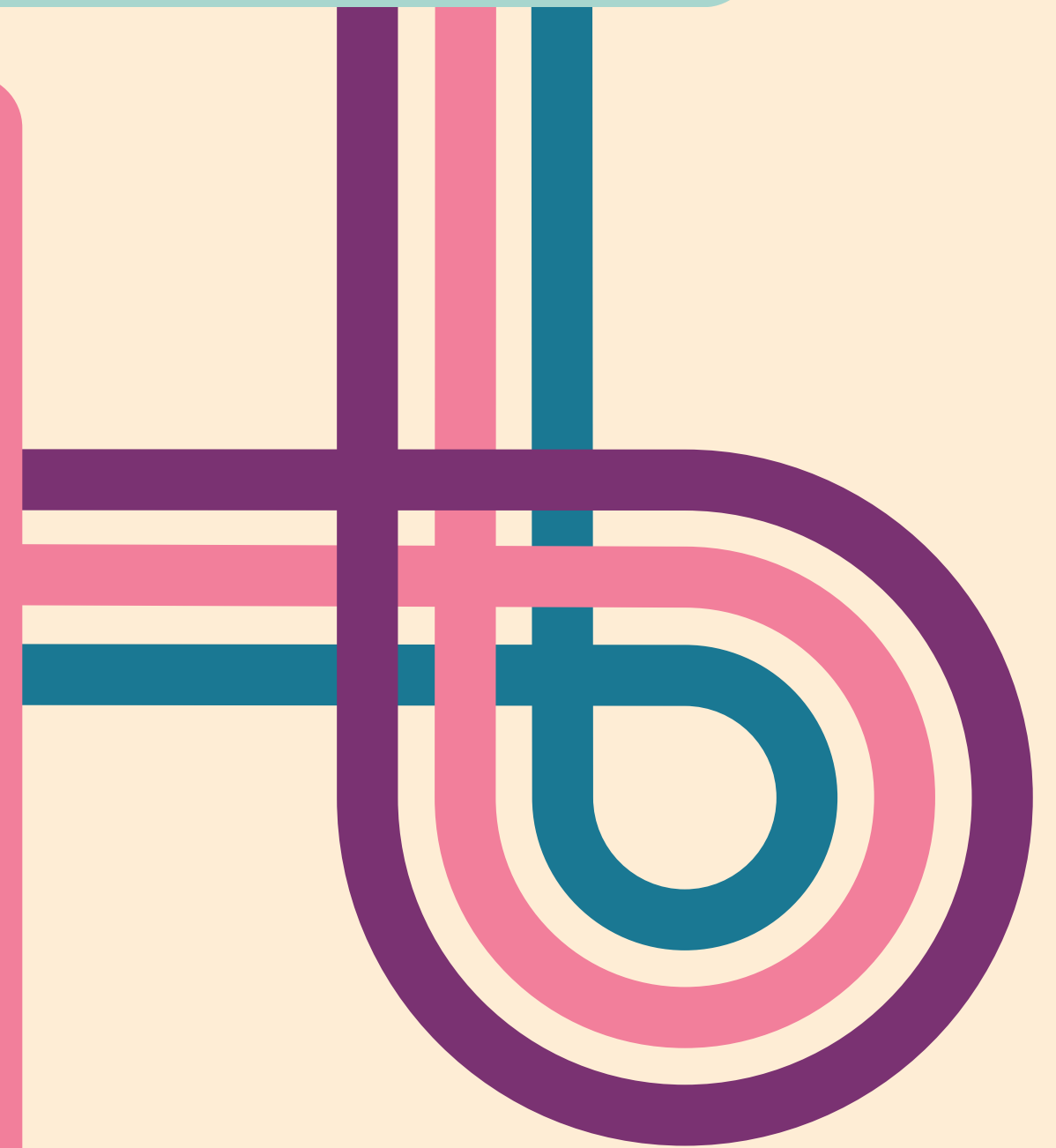




Understand the rights, responsibilities, and ethical considerations associated with being a digital citizen.



Learn about issues such as cyberbullying, online harassment, digital footprint, and digital rights, and how to navigate them responsibly.





## ONLINE INFORMATION

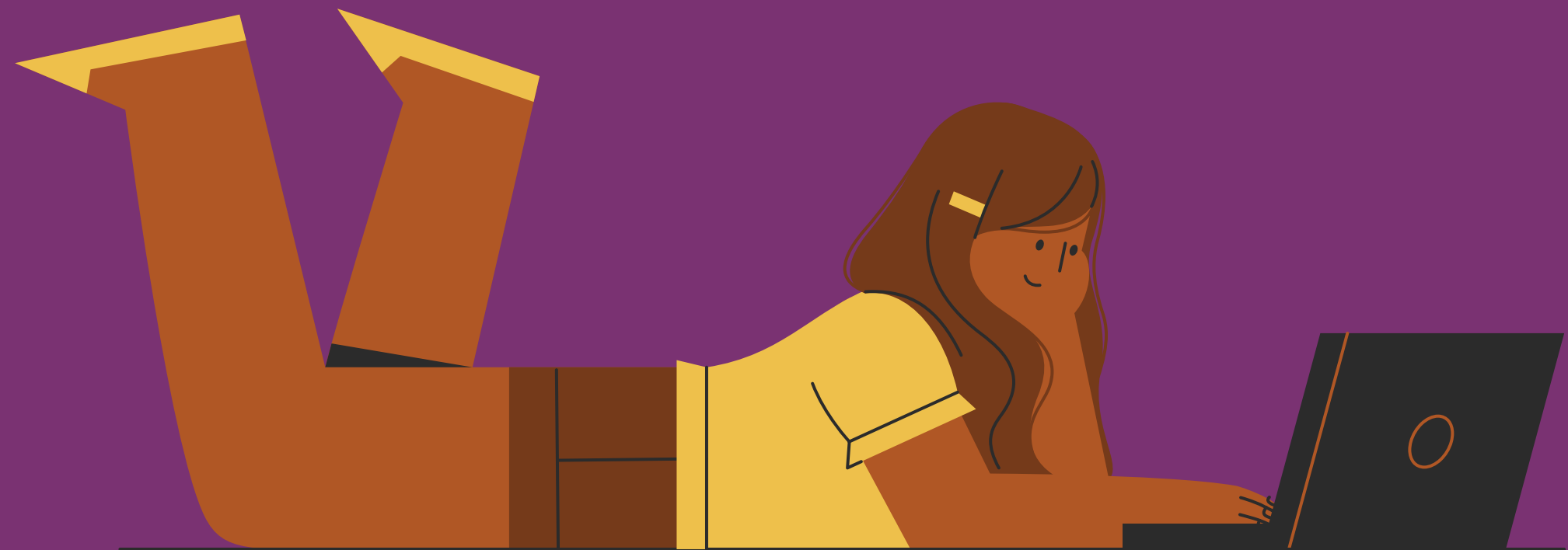




Develop critical thinking skills to evaluate the credibility and reliability of online information.



Learn how to identify bias, misinformation, and fake news, and seek out multiple sources to verify information.





# ONLINE SAFETY





Understand common online threats such as malware, phishing, and identity theft, and learn how to protect yourself against them.

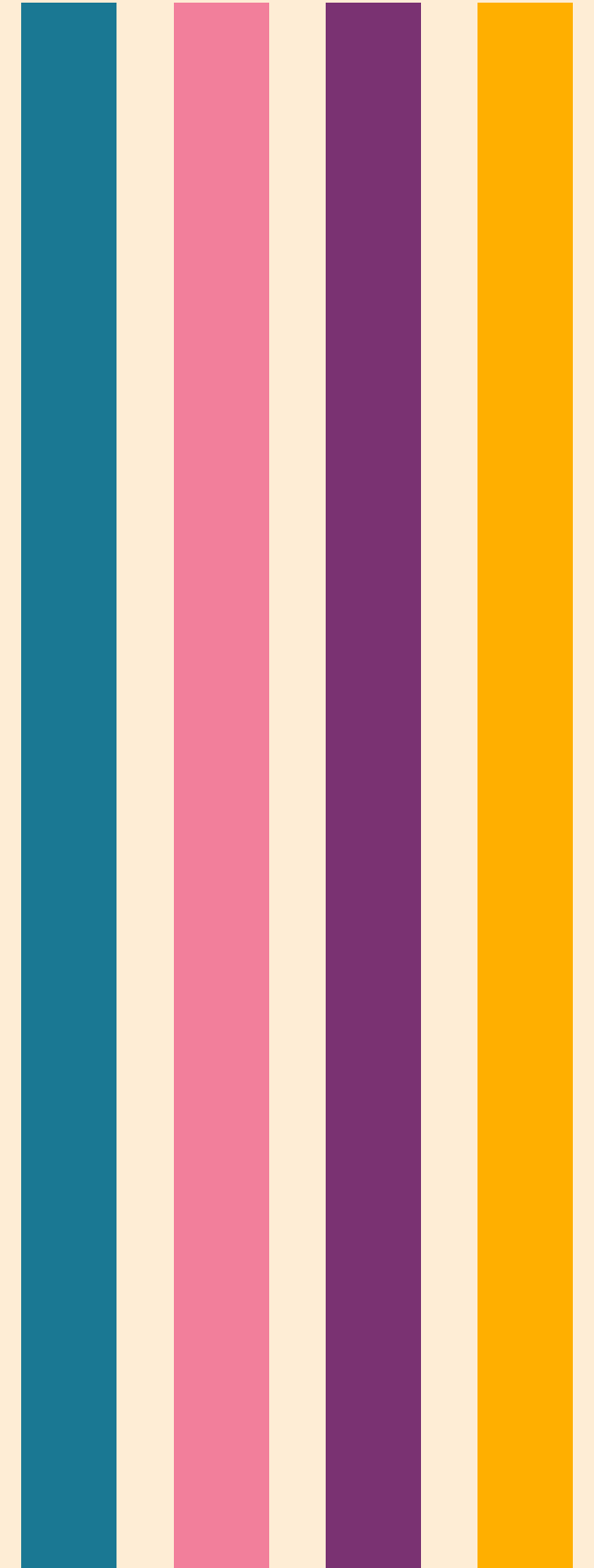


Implement strong password practices, enable two-factor authentication, and keep your devices up-to-date.



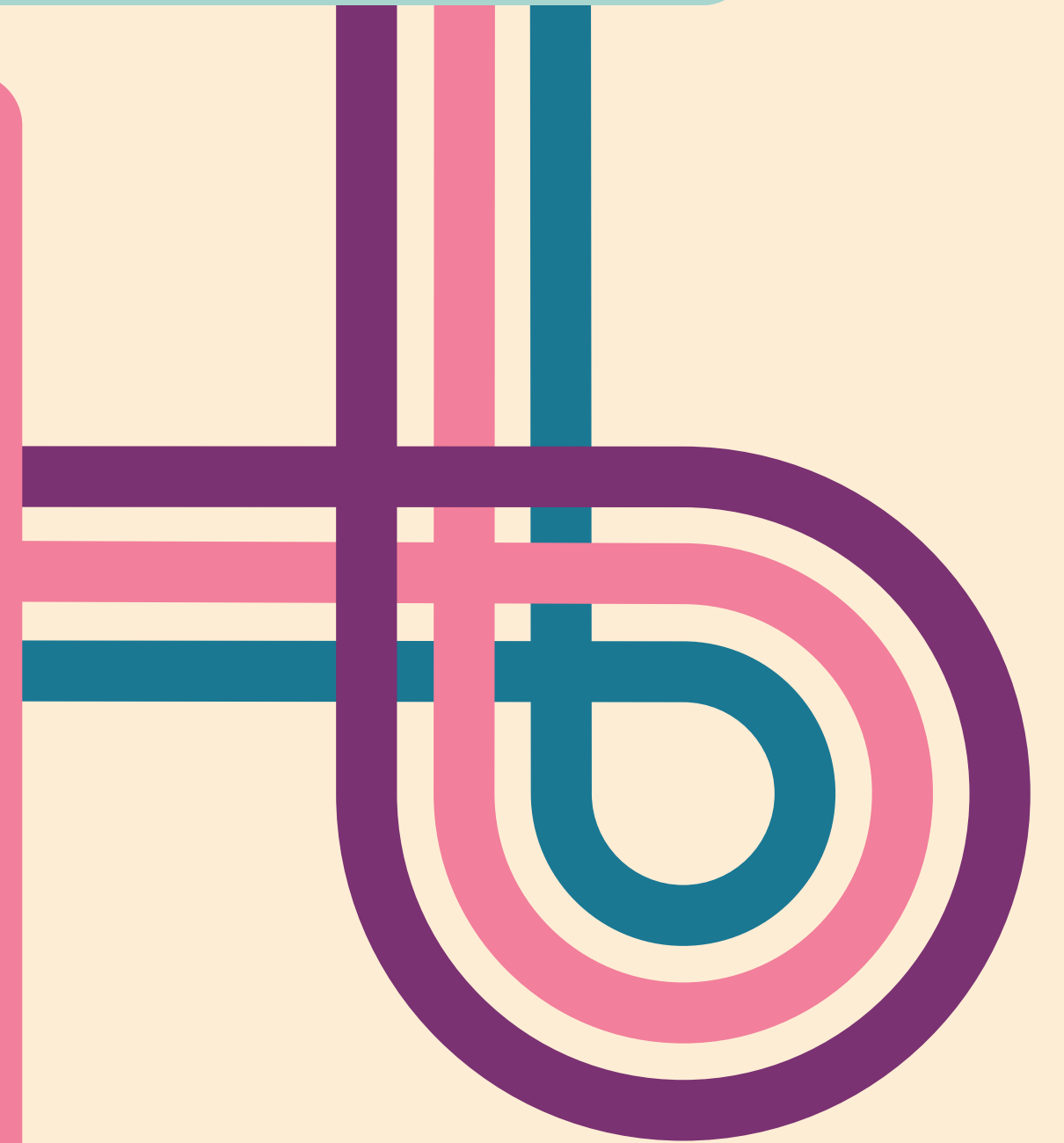
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# ONLINE COMMUNICATION





Develop effective communication skills for online platforms, including writing clear and concise messages, participating in online discussions, and collaborating with others remotely.





# **KEY CONCEPTS**

Four thick, curved lines in teal, purple, light blue, and pink originate from the left edge of the image and curve downwards and to the right, ending near the bottom of the page. They are positioned to the left of the text blocks.

## INFORMATION LITERACY

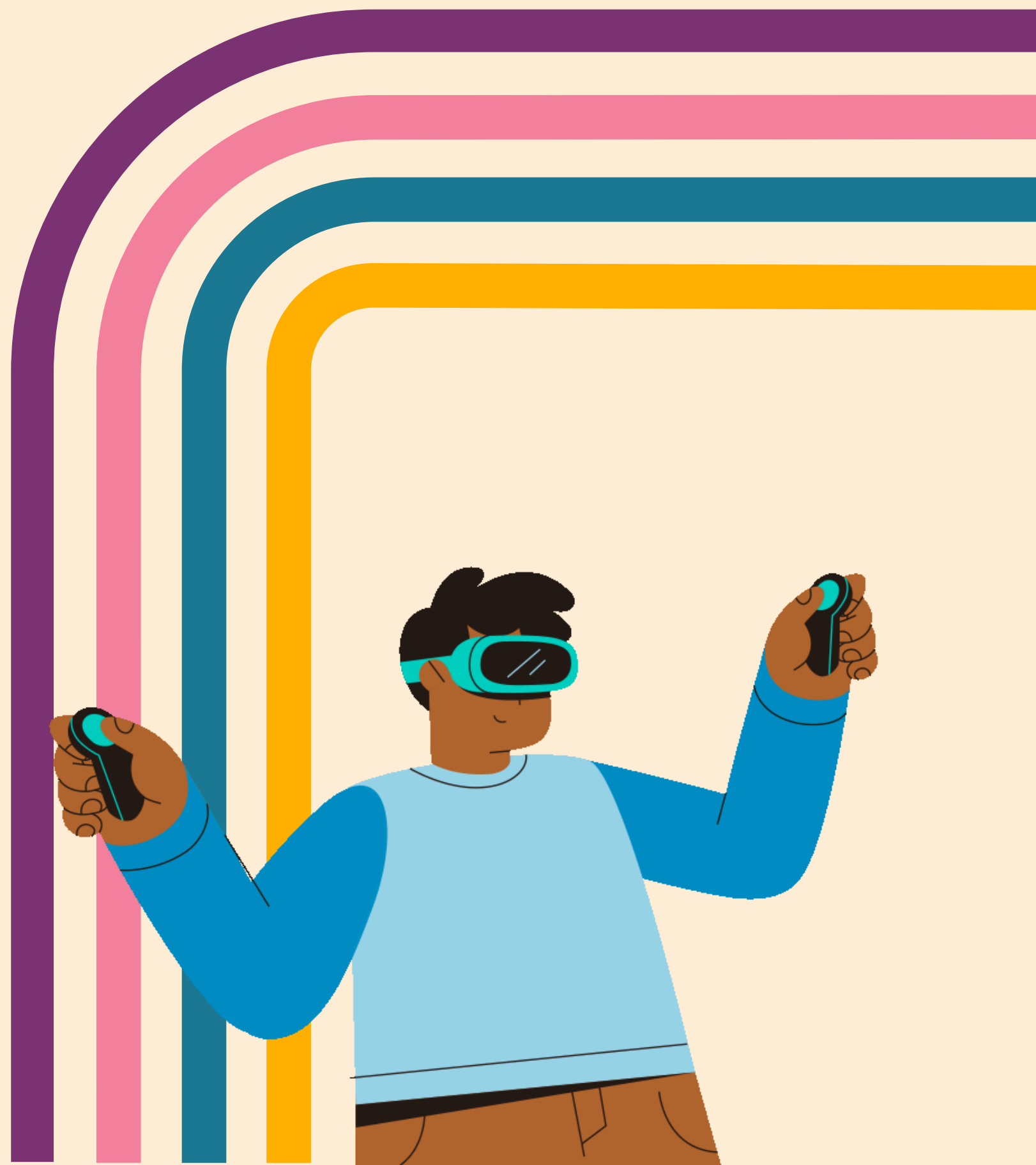
THE ABILITY TO LOCATE, EVALUATE, AND EFFECTIVELY USE INFORMATION FROM DIGITAL SOURCES.

## MEDIA LITERACY

UNDERSTANDING HOW MEDIA MESSAGES ARE CREATED, DISSEMINATED, AND INTERPRETED, AND CRITICALLY ANALYZING MEDIA CONTENT.

## DIGITAL CITIZENSHIP

ENGAGING RESPONSIBLY AND ETHICALLY IN DIGITAL COMMUNITIES, INCLUDING RESPECTING OTHERS' PRIVACY, PRACTISING ONLINE SAFETY, AND CONTRIBUTING POSITIVELY TO ONLINE INTERACTIONS.



**MOBILE  
APPS TO  
DOWNLOAD**



COURSERA

Provides access to online courses from universities and institutions worldwide, covering various digital literacy topics.

DUOLINGO

For language learning, enhancing communication skills in a digital environment.

NEWS360

Curates personalized news articles from various sources, promoting information literacy and critical thinking.

# THANK YOU

Visit [www.digizens.com](http://www.digizens.com)  
for more resources on Digital Citizenship

