DIGITAL LITERACY

SKILLS

URL quick reference guide

The Republic of Uganda

unicef
for every child

PowerPoint slide decks

	BASIC	INTERMEDIATE	ADVANCED
Module 1	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
Module 2	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
Module 3	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
	Unit 4	Unit 4	Unit 4
	Unit 5	Unit 5	Unit 5
	Unit 6	Unit 6	Unit 6
	Unit 7	Unit 7	Unit 7
Module 4	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
	Unit 4	Unit 4	Unit 4
Module 5	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
	Unit 4	Unit 4	Unit 4
Module 6	Unit 1	Unit 1	Unit 1
	Unit 2	Unit 2	Unit 2
	Unit 3	Unit 3	Unit 3
	Unit 4	Unit 4	Unit 4

Additional online resources

Module 1 Foundation digital skills

Unit 1 Basics of a computer

Additional online resources

- What is a computer?
  https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1/
- The CPU of a computer
  https://www.khanacademy.org/computing/computers-and-internet/xcae6f4a7ff015e7d:computers/xcae6f4a7ff015e7d:computer-components/a/central-processing-unit-cpu
- Computer hard disk drive
  https://www.crucial.com/articles/pc-builders/what-is-a-hard-drive
- How operating systems work
  https://computer.howstuffworks.com/operating-system.htm
- Operating system basics
  https://edu.gcfglobal.org/en/computerbasics/understanding-operating-systems/1/
- Word processing software
  https://www.geeksforgeeks.org/word-processing-software/
- Spreadsheet software
  https://www.techtarget.com/whatis/definition/spreadsheet#:~:text=A%20spreadsheet%20is%20a%20computer,data%20and%20short%20text%20strings.
- Simple formulas
  https://www.goskills.com/Excel/Resources/Basic-Excel-formulas

Unit 2 Basics of an internet-enabled mobile device

Additional online resources

- What is a mobile device?
  https://www.lifewire.com/what-is-a-mobile-device-2373355
- How Wi-Fi and cell phones work
  https://www.youtube.com/watch?v=kxLcwIMYmr0&ab_channel=TheExplainedChannel

- What is an app?
  https://edu.gcfglobal.org/en/computerbasics/understanding-applications/1/
- App types
  https://blog.duckma.com/en/types-of-mobile-apps/
- How to protect your digital privacy
  https://www.nytimes.com/guides/privacy-project/how-to-protect-your-digital-privacy

Unit 3 Introduction to the internet

Additional online resources

- What is the internet?
  https://edu.gcfglobal.org/en/internetbasics/what-is-the-internet/1/
- What is the internet?
  https://encrypted-vtbn0.gstatic.com/video?q=tbn:ANd9GcRTFNTu3KDdhf_AvSI5FdowLReFOzAhXDjB_g
- Google account set-up
  https://support.google.com/accounts/answer/27441?hl=en
- Microsoft account set-up
  https://support.microsoft.com/en-us/account-billing/how-to-create-a-new-microsoft-account-a84675c3-3e9e-17cf-2911-3d56b15c0aaf
- Facebook account set-up steps
  https://www.facebook.com/help/mobile-basic/188157731232424
- Instagram account set-up steps
  https://help.instagram.com/155940534568753
- Twitter account set-up steps
  https://help.twitter.com/en/using-twitter/create-twitter-account#:~:text=Go%20to%20twitter.com%2Fsignup.&text=Click%20the%20sign%20up%20button.&text=A%20Create%20your%20account%20pop,phone%20number%20or%20email%20address.
- TikTok account set-up steps
  https://support.tiktok.com/en/getting-started/creating-an-account
- WhatsApp account set-up steps
  https://www.whatsapp.com/coronavirus/get-started

Unit 1 Browsing, searching and filtering data, information and digital content

Additional online resources

- IT online training – https://edu.gcfglobal.org/en/subjects/tech/
- Tutorial "Using search engines" – https://edu.gcfglobal.org/en/internetbasics/using-search-engines/1/
- How to search the internet effectively (1) – https://mediasmarts.ca/sites/default/files/pdfs/tipsheet/TipSheet_How_Search_Internet_Effectively.pdf
- How to search the internet effectively (2) – https://mediasmarts.ca/sites/default/files/tip-sheet/tipsheet_we_are_broadcasters.pdf

Unit 2 Evaluating data, information and digital content

Additional online resources

- Reliability of sources: https://leeuniversity.libguides.com/DAL/reliability
- How to determine credible sources: https://www.teachtci.com/blog/fun-strategies-for-teaching-students-how-to-determine-credible-sources/
- How fake news is spread - https://www.youtube.com/watch?v=cSKGa_7XJkg

Unit 3 Managing data, information and digital content

Additional online resources

- Download a file from the internet: https://support.google.com/chrome/answer/95759?hl=en&co=GENIE.Platform%3DDesktop#:~:text=Most%20files%3A%20Click%20on%20the,file%20and%20choose%20Save%20as.
- Save a file: https://support.microsoft.com/en-us/office/video-save-a-word-document-fb0f9081-7c62-4fbf-954d-81b9707c0678

- Backup files and cloud storage:
  https://www.dropbox.com/features/cloud-storage/file-backup

Module 3 Communication and collaboration

Unit 1 Interacting through digital technologies

Additional online resources

- Basic Email Tutorial:
  https://www.youtube.com/watch?v=cnxsl8h5gj4
- Using digital tools to transform classrooms:
  https://www.youtube.com/watch?v=B99FXVamqMM
- How to post on twitter: https://recurpost.com/blog/how-to-post-on-twitter/
- What your Digital Communication Style Says about you:
  https://www.webroot.com/us/en/resources/tips-articles/what-your-digital-communication-style-says-about-you

Unit 2 Sharing through digital technologies

Additional online resources

- Best lessons to share lesson notes digitally:
  http://blog.whooosreading.org/digital-notes/
- Digitally share and Comment:
  https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/create-a-presentation-all-about-a-topic/create-a-presentation-all-about-a-topic/digitally-share-and-comment.html

Unit 3 Engaging in citizenship through digital technologies

Additional online resources

- Free-to-use typing tutors: KeyBlaze (https://keyblaze-free-typing-tutor.en.softonic.com/), Klavaro Touch Typing Tutor (https://klavaro-touch-typing-tutor.en.softonic.com/)
- Online learning services: https://www.create-learn.us/blog/best-free-online-classes-for-kids/
- https://www.open.edu/openlearn/education-development/learning/childrens-university-free-online-courses

Unit 4 Collaborating through digital technologies

Additional online resources

- 30 Of The Best Digital Collaboration Tools For Learners - https://www.teachthought.com/technology/12-tech-tools-for-learner-to-learner-digital-collaboration/
- Importance of Teamwork & Collaboration in a Digital World - https://blog.bit.ai/importance-of-teamwork-and-collaboration/
- Digital Collaboration Tool: https://www.youtube.com/watch?v=TSz2CxnuGkQ
- https://ec.europa.eu/jrc/en/digcomp/digital-competence-framework
- https://zapier.com/blog/dropbox-vs-google-drive/
- https://support.google.com/a/users/answer/9302892?hl=en
- https://kissflow.com/project/best-project-management-tools/

Unit 5 Netiquette

Additional online resources

- Netiquette meaning, definition & explanation - https://www.youtube.com/watch?v=7-HopTAFUm0
- Examples of bad netiquette - https://www.cybersmile.org/what-we-do/advice-help/netiquette/examples-of-bad-netiquette

- Examples of good netiquette - https://www.cybersmile.org/advice-help/category/examples-of-good-netiquette
- https://ec.europa.eu/jrc/en/digcomp/digital-competence-framework
- https://www.cybersmile.org/what-we-do/advice-help/netiquette/examples-of-bad-netiquette
- https://slangit.com/meaning/keyboard_warrior

Unit 6 Digital emotional intelligence

Additional online resources

- DQ101: https://www.sait.ca/news/2022/01/dq101-digital-emotional-intelligence
- Role of DQ in digital transformation: https://www.cloudcredential.org/blog/the-role-of-emotional-intelligence-in-digital-transformation/
- The digital transformation of emotional intelligence: https://www.youtube.com/watch?v=cgAZvCIRl1Q

Unit 7 Managing digital identity

Additional online resources

- Passwords: How to protect your digital assets - https://www.funeralwise.com/learn/digitallegacy/how-to-manage-passwords/
- The Digital Identity: What It Is + Why It's Valuable - https://learn.g2.com/digital-identity
- What is Digital Identity and How Does it Work - https://www.techfunnel.com/information-technology/what-is-digital-identity/
- https://ec.europa.eu/jrc/en/digcomp/digital-competence-framework
- https://www.zdnet.com/article/identity-management-101-how-digital-identity-works/
- https://www.techrepublic.com/article/how-to-protect-yourself-and-your-organization-against-digital-identity-fraud/

- https://www.imperva.com/learn/application-security/phishing-attack-scam/#:~:text=Phishing%20is%20a%20type%20of,instant%20message%2C%20or%20text%20message

Module 4 Content

Unit 1 Developing digital content

Additional online resources

- How to start a blog: https://www.bluehost.com/how-to-start-a-blog?irpid=101&clickid=P61C101S570N0B5578A2D4499E0000V105&gclid=CjwKCAjwkaSaBhA4EiwALBgQaMjW1r8iWl9DzPWzC7MHz-j_Og05jf2avhd5hvUQUbGOHeALLnhB3BoC36UQAvD_BwE&gclsrc=aw.ds
- https://wordpress.com/
- How to write long form content: https://webflow.com/blog/the-modern-web-design-process-putting-content-first?utm_source=google&utm_medium=search&utm_campaign=Google-Search-Dynamic-Search-Ads-Core-BBSS&utm_term=dsa-45211625058_548501651919_ss_paid-bb&gclid=CjwKCAjwkaSaBhA4EiwALBgQaIghkWAfHPFUf4Iyzp0GdRufRiJyr5RRdWtBOm8izhZOC2GCZxU12BoC894QAvD_BwE
- How to create an infographic: https://piktochart.com/blog/how-to-create-an-infographic-and-other-visual-projects-in-5-minutes/
- https://www.visme.co/
- https://venngage.com/
- How to create a video: https://vimeo.com/create/video-maker-online?vcid=42496&utm_medium=cpc&utm_source=google&utm_campaign=seat_plan&utm_term=nonbrand&gclid=CjwKCAjwkaSaBhA4EiwALBgQaCsJz8fozq1M5XGCa90r0LAXKCrYia9oyGFz1a-oOPZNuHZEleYlFxoCecQQAvD_BwE&gclsrc=aw.ds
- How to create a podcast: https://restream.io/blog/best-podcast-recording-and-editing-software/?from=ppc_blogtest&utm_source=google&utm_medium=cpc&utm_campaign=Search_/_How_to_/_Tier_1-7_v1_(AL)&utm_campaignid=18292822955&utm_adgroup=Podc

Unit 2 Integrating and re-elaborating digital content

Additional online resources

- Insert footnotes:
  https://www.youtube.com/watch?v=r9_dw_CxG6w
- Insert charts: https://www.youtube.com/watch?v=bOMKl2RPzrA
- Macros: https://support.microsoft.com/en-us/office/create-or-run-
  a-macro-c6b99036-905c-49a6-818a-
  dfb98b7c3c9c#:~:text=In%20Word%2C%20you%20can%20auto
  mate,to%20accomplish%20a%20task%20automatically.
- https://www.customguide.com/word/how-to-create-a-macro-in-
  word
- https://www.youtube.com/watch?v=D33xcH1ZpiI
- Mail merge: https://www.youtube.com/watch?v=9oeuE8nqliQ
- Merge documents:
  https://www.youtube.com/watch?v=zLNIRIvaU2w
- Use formulas: https://www.youtube.com/watch?v=Jl0Qk63z2ZY

Unit 3 Copyright and licenses

Additional online resources

- Creative Commons: https://creativecommons.org/
- How to cite sources online:
  https://blog.hubspot.com/blog/tabid/6307/bid/33098/how-not-to-
  steal-people-s-content-on-the-web.aspx
- How to copyright material in Uganda:
  https://ursb.go.ug/intellectual-property

Unit 4 Programming

Additional online resources

- How to modify functions and settings:
  https://answers.microsoft.com/en-us/windows/forum/all/how-do-i-change-the-function-key-settings/e542b094-ebf5-441f-93da-80367ac15b07
- https://blogs.helsinki.fi/learners-digital-skills/1-introduction-to-the-use-of-computers/1-1-computer-functionality/operating-system-settings/
- Programming languages:
  https://www.simplilearn.com/tutorials/python-tutorial/python-variables
- https://futurecoder.io/
- https://www.simplilearn.com/best-programming-languages-start-learning-today-article
- Python: https://ca.indeed.com/career-advice/career-development/beginner-projects-for-python
- Java: https://ca.indeed.com/career-advice/career-development/popular-java-applications
- Javascript: https://ca.indeed.com/career-advice/career-development/what-is-javascript
- C and C++: https://ca.indeed.com/career-advice/career-development/c-sharp-vs-c-plus-plus

Module 5 Safety and security

Unit 1 Protecting devices

Additional online resources

- What is an antivirus program? –
  https://www.computerhope.com/jargon/a/antiviru.htm
- Top 10 antivirus programmes –
  https://www.googleadservices.com/pagead/aclk?sa=L&ai=DChcSEwjSlJz-s9_6AhVQ0-0KHaXMC6MYABACGgJkZw&ohost=www.google.com&cid=CAESa-D2GuuZok_tO55XxVDMv-e0TAmw4gaz_M0ujYecvqOn-hFmJvoNBxGCfnawy-QxyPk_dSSvLZIo41NUf3RIFMeNE5vuMr6k7ujCKcMixANc5g8p

SUO8JD_LadsEkncDAMa53PtY7nG9dtAQ&sig=AOD64_2Td2a GEDBFomP0DAUAWoinp3wYtg&q&adurl&ved=2ahUKEwi6tpX-s9_6AhUfTEEAHftmBJkQ0Qx6BAgHEAE

- Firewalls – https://www.checkpoint.com/cyber-hub/network-security/what-is-firewall/#:~:text=A%20Firewall%20is%20a%20network,network%20and%20the%20public%20Internet.

Unit 2 Protecting personal data and privacy

Additional online resources

- Protect yourself online: https://staysafeonline.org/online-safety-privacy-basics/5-easy-online-safety-tips/
- Sharing personal information: https://blog.gwi.com/trends/how-to-make-personal-information-sharing-work/
- Reduce email threats: https://www.sisainfosec.com/blogs/ways-to-reduce-rising-email-based-threats-and-uphold-better-data-security/
- Indicators of phishing attempts: https://inspiredelearning.com/blog/common-indicators-of-a-phishing-attempt/
- Privacy policies: https://www.privacypolicies.com/blog/what-is-privacy-policy/
- Data protection laws: https://www.dataguidance.com/notes/uganda-data-protection-overview

Unit 3 Protecting health, well-being and building digital resilience

Additional online resources

- Negative effects of technology: https://www.kaspersky.com/resource-center/preemptive-safety/impacts-of-technology-on-health
- Cyberbullying: https://www.verywellfamily.com/what-are-the-effects-of-cyberbullying-460558

Unit 4 Protecting the environment

Additional online resources

- Energy saving strategies: https://www.energysage.com/energy-efficiency/101/ways-to-save-energy/
- Proper disposal of electronic devices: https://www.wikihow.com/Dispose-of-Electronics
- Effective methods for removing data from devices: https://kb.mit.edu/confluence/display/istcontrib/Removing+Sensitive+Data

Module 6 Problem solving

Unit 1 Solving technical problems

Additional online resources

- Microsoft support – https://support.microsoft.com/en-us
- Samsung support – https://www.samsung.com/us/support/mobile/tablets/
- Solve routine computer problems – https://ezinearticles.com/?Routine-Computer-Issues-and-Solutions&id=3446243
- Solve routine tablet problems – https://www.lfatabletpresses.com/articles/common-tablet-problems-solutions
- Solving technical problems Identifying needs and technological responses – https://slidetodoc.com/solving-technical-problems-identifying-needs-and-technological-responses/
- Why Software Updates Are So Important – https://www.mcafee.com/blogs/consumer/consumer-threat-reports/software-updates-important/
- Best cache cleaner apps: https://fossbytes.com/best-android-cleaner-apps/

Unit 2 Identifying needs and technological responses

Additional online resources

- Troubleshooting Microsoft 10: https://support.microsoft.com/en-us/windows/windows-update-troubleshooter-19bc41ca-ad72-ae67-af3c-89ce169755dd
- Why Is a File Extension Important? – https://www.techwalla.com/articles/why-is-a-file-extension-important
- Solving technical problems Identifying needs and technological responses – https://slidetodoc.com/solving-technical-problems-identifying-needs-and-technological-responses/
- Why Software Updates Are So Important – https://www.mcafee.com/blogs/consumer/consumer-threat-reports/software-updates-important/

Unit 3 Creatively using digital technologies

Additional online resources

- 6 ways to stay on top of emerging technology trends – https://medium.com/beyond/6-ways-to-stay-on-top-of-emerging-technology-trends-ca6a7b27bc20
- 16 Ways to Stay Up to Date With Digital Marketing Trends in 2019: Our Guide to Tips and Resources – https://www.imaginaire.co.uk/16-ways-to-stay-up-to-date-with-digital-marketing-trends-in-2019-our-guide-to-tips-and-resources
- The Skills Gap Analysis – A Full Guide – https://www.digitalhrtech.com/skills-gap-analysis
- 8 Ways to Boost Your Creativity With Technology – https://www.opencolleges.edu.au/informed/features/8-ways-boost-creativity-technology

Unit 4 Identifying digital competence gaps

Additional online resources

- Top 10 digital trends: https://www.forbes.com/sites/danielnewman/2021/10/13/top-10-digital-transformation-trends-for-2022/

- Digital Marketing Trends: https://digitalmarketinginstitute.com/blog/the-next-big-digital-marketing-trends
- Digital skills: https://www.rand.org/blog/rand-review/2022/03/the-digital-skills-gap-what-workers-need-for-the-jobs.html
- 8 Ways to boost your creativity with technology – https://www.opencolleges.edu.au/informed/features/8-ways-boost-creativity-technology