

# **TRAINEE'S MANUAL**

## Digital Literacy Skill

### For University Students

### Beginners Level

Digital Opportunity Trust (DOT) Ethiopia

## Acknowledgments

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# Digital Literacy Skill



# **ABOUT THE BEGINNERS' DIGITAL LITERACY SKILL (BDLS) DEVELOPMENT TRAINING CURRICULUM**

## **RATIONALE**

The need for this digital literacy intervention has emanated from the existing problem of functional ability of digital literacy skill among reasonable number of university students. This is also proved by the need assessment recently made by DEREJA. The study uses 25 competencies based on the UNESCO Digital Literacy framework to assess university students Digital Literacy Skills (DLS) competence. The study covered 9 public universities.

According to the preliminary analysis of the study, there is a digital literacy gap among Higher Education Institutions (HEIs) students based on their self-assessment. Among the respondents 52% of them are found incompetent along the selected 25 competencies of digital literacy areas. Therefore, in order to narrow this gap and improve the commonly prevailing digital literacy lag this intervention is needed.

## **AIM OF THE TRAINING**

To promote the development of digital lifelong learning practices that will help you (as the would be university graduates) become digitally active and empowered with basic and intermediate level digital skills.

## **GOAL OF BDLS DEVELOPMENT TRAINING**

The goal of BDLS is to help you develop basic knowledge, skills, and attitude of learning and practicing a beginner's level digital literacy skills that play a pivotal role in improving your chances of economic self-reliance and livelihood success.

To attain this goal, you will develop skills in the following areas which are also considered as competency areas for this training:

- ✓ Devices and software operations
- ✓ Information and data literacy
- ✓ Communication and Collaboration

- ✓ Career Related
- ✓ Digital Safety and Ethics

## OVERVIEW

This BDLS manual is a basic level digital literacy skill development to be followed by the intermediate (IDLS) level training.

Both BDLS and IDLS are mainly managed/facilitated by lead trainers and supported, specifically during Lab activities, by selected peer leaders. In all Modules, the focus will be hands-on activities. You will be benefited more if you cooperate and energized to complete all the tasks provided by your trainer and peer leader. It is also necessary to proactively try the activities found in this manual even ahead of the Module.

## COMPONENTS OF BDLS MANUAL

### **This Trainees guide has different Parts:**

The first part you get is the general overview of the manual. It will give us a bird's eye view as what the material is, why it is prepared and what it includes. Next to this, you will get eleven modules. The modules are organized in themes around five selected competencies. Each module is designed in the context of Experiential Learning Cycle where you are motivated to be based on prior experience, reflection, conceptualize/generalize the new learning, and experimenting/practicing. Of course, each module is closed by making a short minute debrief.

### **The Parts are:**

- ✓ Part I: Devices and software operations. (6 Modules)
- ✓ Part II: Information and data literacy. (1 Modules)
- ✓ Part III: Communication and Collaboration. (1 Modules)
- ✓ Part IV: Career Related. (2 Modules)
- ✓ Part V: Digital Safety and Ethics. (1 Modules)

## Training Modules

### Part I Devices and Software Operations

Module 1: Knowing Fundamentals of Hardware

Module 2: Start dealing with operating system.

Module 3: Using Word Processing

Module 4: Processing Microsoft Excel

Module 5: Getting Start with PowerPoint

Module 6: Exploring Paint Application

### Part II Information and data literacy

Module 7: Fundamentals of Web browsing and Searching technique

### Part III Communication and Collaboration

Module 8: Collaborating and Communicating in Digital Space

### Part IV Career-Related

Module 9: Professional Presence in the Digital Space

Module 10: Building Professional Competency Via Digital Learning

### Part V Digital Safety and Ethics

Module 11: Foundations of Online identity and Privacy

## Icons Used

Icon	Used For
	Introduction
	Ice Breaker
	Recap
	Materials
	Instruction
	Question
	Generalization
	Classroom Discussion
	Group Activity
	Presentation
	Application
	Guided Activities
	Key Learnings

## Part I: Devices and Software Operations

### Module 1: Knowing Fundamentals of Hardware

Preparation	<input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	<p>In this Module, you will:</p> <ul style="list-style-type: none"><li>• Demonstrate a foundational understanding of essential computer hardware components and their functions.</li><li>• Identify and differentiate between hardware and software.</li><li>• Explain how to connect and manage computer peripherals effectively.</li><li>• Describe Basic Hardware troubleshooting techniques.</li></ul>
Methods	Classroom instruction, small groups discussions, demonstration, peer supported lab work.
Purpose	This Module exposes you to computer hardware's to confidently interact with computer.
WIIFM	Learn the secrets to confidently use Computer, make it run smoothly, and fix minor problems, all without fear.
Module sections	<ul style="list-style-type: none"><li>Module Introduction and Icebreaker</li><li>Explaining the Machine</li><li>Plugging it all in</li><li>Module Debrief and Generalization</li><li>Module Assessment</li></ul>



## Module Introduction and guessing game

This dynamic and comprehensive training Module provides the cornerstone for building your knowledge of the essential components and operation of computer hardware. Throughout this journey, you will embark on a journey of discovery, explaining the intricate workings of the machines that power our technological world.

Prepare to research the heart of the matter, exploring the foundational concepts of various hardware elements, including processors, memory, storage devices, input/output peripherals, and networking technologies. You will navigate the complex landscape of data flow, translating the interactions between software and hardware into meaningful life to the digital world.

The training topic is : Knowing Fundamentals of Hardware.



**Question:** "Who here loves using computers? What are some things you do with them?".

Don't expect that your answer is perfect at this stage

(write your answer on your notebook).

### 1.1. Explaining the Machine

Have you ever wondered how your computer brings games to life, edits photos, or connects you to the world? In this session, you'll crack open the secret and explore the inner workings of this amazing machine!

Ever wonder how your computer operates? In this session, you'll meet the components, the brains, memory, storage, and more that make it work. You'll understand their jobs, from calculations to storing your videos, and clear up the hardware vs. software difference. Lets see how it works.

By the end of this Module, your computer will no longer be a black box, but a transparent teammate you understand and appreciate. So, secure up, get curious, and let's get started with the magic of your device!



## Group Activity



### Instruction:

- Sit in a group based on the guide of your trainer and discuss on the following questions.
  - What is Computer for you?
  - How Computer will work?
  - The Components of Computers and their Work?
- Get a note book to write the answer on.
- Be active in the teamwork and discussion.



### Presentation

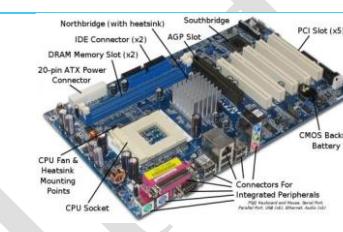
This is the time to present group discussion results. Compete and collaborate with your peers to be a presenter.



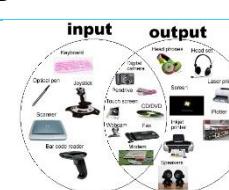
**Generalization :** Get the following table and insert first the name of each component corresponding to each image. Cross check your answer with the **table B**.

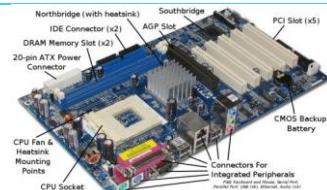
**Table A**

S. No	Components Name	Definition	Image
1.			
2.			
3.			

4			
5			
6			
7			
8			

**Table B**

S.No	Components Name	Definition	Image
1	Input / Output (I/O) Devices:		

2	Power Supply		
3	CPU		
4	RAM		
5	Hard Drive (HDD/SSD)		
6	Motherboard		
7	GPU		
8	Case and Cooling System		

Then, try to put your own meaning/definition to each component. Write down the your meaning in the box provided corresponding to each component. You are not expected to articulate the meaning

as it may be written in any book (including this manual). Then, compare your answer with the definition given on **Table C** below. Make necessary correction if necessary.

**Table C**

S.No	Component's Name	Definition	Image
1	Input / Output (I/O) Devices:	These are the communication channels between you and your computer. Keyboard, mouse, monitor, speakers, and printer are just a few examples.	A Venn diagram with two overlapping circles. The left circle is labeled 'Input' and contains icons for a keyboard, mouse, monitor, and speaker. The right circle is labeled 'Output' and contains icons for a printer, headphones, and a smartphone.
2	Power Supply	Think of it as the tireless electrician, providing vital energy to every component, ensuring the show goes on seamlessly. Picture a power plant keeping the city lights ablaze.	A silver-colored Power Supply Unit (PSU) with various cables and connectors attached.
3	CPU	The Central Processing Unit (CPU) is the brain of the computer, responsible for executing instructions and performing calculations.	A photograph of a white CPU chip next to a green RAM chip.
4	RAM	Random Access Memory (RAM) acts as the computer's short-term memory, storing data and programs currently in use. Picture it as your desk where you keep open notebooks, documents, and tools you're actively working on.	Two green RAM modules (DIMMs) showing the gold-plated contacts and memory chips.
5	Hard Drive (HDD)	The hard drive provides long-term storage for data and programs, even when the computer is turned off. Think of it as a vast library or filing cabinet, securely	An open Hard Disk Drive (HDD) showing the internal platters and read/write head assembly.

		holding all your documents, photos, and applications.	
6	Motherboard	The motherboard is the main circuit board that connects all the components of the computer. Picture it as a city's road system, allowing data to flow freely between the CPU, RAM, hard drive, and other peripherals.	
7	GPU	Graphics Processing Unit, this specialized processor handles graphics-intensive tasks like video editing, gaming, and 3D rendering. Imagine it as a dedicated musician for visuals, taking on the heavy chords and dazzling melodies while the CPU leads the overall rhythm.	
8	Case and Cooling System	The case houses and protects the internal components, while the cooling system ensures they don't overheat – think of it as the stage and a dedicated air conditioning system, maintaining a comfortable environment for performance.	

### **Additional definition: Needs to be considered and discussed**

**Operating System (OS):** This software acts as the conductor's assistant, managing resources, launching programs, and coordinating communication between hardware and software. Picture it as the sheet music itself, guiding the players and ensuring harmony.

### **So, what is a computer?**

A computer is a harmonious ensemble of hardware and software components, each playing a vital role in transforming raw instructions into the digital experiences we enjoy. The CPU leads the charge, RAM provides instant access to working materials, the hard drive acts as a vast library, the motherboard connects it all, and other components like the GPU, I/O devices, and OS contribute their unique talents to produce the magic on your screen.

### **Hardware vs. Software**

Question: What are hardware and Software?

: What is the difference?

**NB.** Be engaged to answer the questions.

- Discuss the definition below with your peers to Generalize the Concept and add real time examples.

**Hardware:** The physical components of the computer that can be seen and touched are called as hardware. The term hardware is used to refer to all the components inside or outside the computer. In addition to this, components used to interconnect two or more components, for example, wires are also regarded as hardware. We have several hardware devices that are used at various phases of data processing cycle. The hardware that are used to supply input to computer are called as input devices. The hardware that are used to process the data, are called as processing devices and the devices that are used to present output of computer are called as output devices. Each of these categories has a broad variety of devices of various brands and qualities.

**Examples:** CPU, RAM, motherboard, hard drive, power supply, monitor, keyboard, mouse, printer, etc.

**Software:** The sets of instructions that instruct the computer to do different tasks are called as software. For example, word processing, games, painting, e-mail, spreadsheets etc.

Software is the driving force behind the working of computer. Without the presence of software, the computer is as good as a piece of plastic and metal. Hardware can be considered as organs and the software is life that moves inside these organs. Both of them cannot perform their function without the presence of each other.

**Examples:** Operating systems (Windows, macOS), applications (Microsoft Office, Photoshop, games), programming languages, drivers, etc.



### Generalization and Reflect

- Briefly review the key learnings of the Module by considering the following questions:
  - what is Computer and how it will work?
  - How do you describe the functions of different computer components?
  - Explain the difference between hardware and software.
  - Create a scenario where the components of computers operate and explain the situation.

## 1.2. Plugging It All in

Recap the main takeaways from about computer components and hardware vs. software.

### Recap notes

- A computer is a team of hardware and software working together.
- Hardware: The physical parts you can see and touch (CPU, RAM, hard drive, motherboard, etc.). They perform specific tasks like calculations, storage, and communication.
- Software: The instructions and programs that tell the hardware what to do (operating system, applications, games, etc.).



### Class Room Discussion

- Can you name and describe the functions of any other computer components we didn't mention?
- Which hardware component do you think is the most important? Why?
- How does the teamwork between hardware and software allow the computer to work?

### NB.

Before going into the deep part of the next note about peripheral cables, follow the following instruction and feel the boxes of the table sequentially.

Get the following table and insert first, the name of each peripheral cable corresponding to each image. Cross check your answer with the **table Y**.

**Table X**

S.No	Name of the Item	What is it used for?	Image
1.			
2.			

3.			
4.			
5.			
6.			

**Table Y**

S.No	Name of the Item	What is it used for?	Image
1.	USB (Universal Serial Bus)		
2.	HDMI (High-Definition Multimedia Interface)		

3.	DisplayPort		
4.	Ethernet Cable		
5.	Power cable		
6.	VGA (Video Graphics Array)		

Then, try to put what each peripheral cable is used for. Write down your answer in the box provided corresponding to each image. You are not expected to articulate the function as it may be written in any book (including this manual). Then, compare your answer with the given answer on **Table Z** below. Make necessary correction if necessary.

**Table Z**

S.No	Name of the Item	What is it used for?	Image
1.	USB (Universal Serial Bus)	For data transfer between devices like computers, external drives, printers, and smartphones. Comes in various types like USB-A,	

		USB-B, USB-C, and micro-USB.	
2.	HDMI (High-Definition Multimedia Interface)	Interface): For transmitting high-quality audio and video signals between devices like TVs, projectors, and computers.	
3.	DisplayPort	Another option for transmitting high-resolution audio and video signals is often used with computers and monitors.	
4.	Ethernet Cable	For wired internet connection between a computer and a router or modem.	
5.	Power cable	Supplies electricity to a device like a computer or monitor.	
6.	VGA (Video Graphics Array)	VGA transmits analog video signals, primarily used to connect computers to monitors before the rise of HDMI and DisplayPort.	



## Practice

1. Connect and disconnect peripherals, emphasizing gentle handling and avoiding forceful plugging.
2. Explain the importance of using the correct ports and cables for optimal performance and preventing damage.
3. Share to your friends about best practices for cable management: using cable ties, organizers, and labeling cables for easy identification.



## Generalization and Reflect

- Briefly review the key learnings of the Module: what did you learn about cable identification, proper connection techniques, and cable management practices.
- How this knowledge will benefit you in your daily use of computers.
- Apply these skills at home and share your cable management success stories in the next Module.

## Module Generalization and Debrief

### Module Generalization

In this Module, you have gained foundational knowledge about the essential components of a computer and their functions. You learned how these components work together to bring your computer to life and how to identify and differentiate between hardware and software.



### Key learning points:

**Hardware components and their functions:** You explored the roles of the CPU, RAM, hard drive, motherboard, power supply, GPU, input/output devices, and additional components like the case and cooling system.

**Hardware vs. software:** You understood the distinction between the physical parts of a computer (hardware) and the instructions that tell them what to do (software).

**Connecting peripherals:** You learned about different cables and ports and how to properly connect them to ensure optimal performance and prevent damage.



### Debrief Questions

- What was the most surprising thing you learned about computers in this module?
- Which hardware component did you find most interesting, and why?

- Can you share an example of how you might use your newfound troubleshooting skills in your daily life?
- Do you feel more confident interacting with your computer after this module? Why or why not?

### 1.3. Module Assessment

#### Part 1: Multiple Choice

1. What is the brain of the computer responsible for executing instructions and performing calculations?
  - a) RAM
  - b) CPU
  - c) Hard Drive
  - d) Motherboard
2. Which component acts as the computer's short-term memory, storing data and programs currently in use?
  - a) Power Supply
  - b) RAM
  - c) Keyboard
  - d) Monitor
3. The long-term storage for data and programs, even when the computer is turned off, is provided by the:
  - a) CPU
  - b) Graphics Card
  - c) Hard Drive
  - d) Operating System
4. The main circuit board that connects all the components of the computer is called the:

- a) Case
- b) Motherboard
- c) Power Supply
- d) Cooling System

5. Which of the following is NOT considered hardware?

- a) Monitor
- b) Operating System
- c) Keyboard
- d) Power Supply

### **Part 2: True or False**

- 6. Cables and connectors are not considered computer hardware. (True/False)
- 7. The software tells the hardware what to do. (True/False)
- 8. A computer can function without any software installed. (True/False)
- 9. Proper cable management helps prevent damage and improves performance. (True/False)
  
- 10. Graphics processing units (GPUs) are only necessary for gaming and intense graphic work. (True/False)

### **Part 3: Matching**

**Match the following computer components with their descriptions:**

S.No	A	B
1.	CPU	Acts as the computer's brain, executing instructions and performing calculations.
2.	RAM	Provides long-term storage for data and programs.
3.	Mother Board	Connects all the components.
4.	Output Devices	Computer's digital signals into a format you can see and hear, such as images and sounds.

<b>5.</b>	Power Supply	Supplies electricity to all the components.
<b>6.</b>	Hard Drive	Stores data & Programs currently in use (short-term) Memory.

Second draft

## Module 2: Start Dealing with Operating Systems

Preparation	<input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	<p>In this module, you will:</p> <ul style="list-style-type: none"> <li>Associate the basic concept of an operating system and its role in a computer.</li> <li>Identify different types of operating systems and their common features.</li> <li>Navigate the user interface and perform essential tasks like managing files, launching applications, and connecting to the internet.</li> <li>Apply troubleshooting techniques to solve common operating system issues</li> </ul>
Methods	Classroom instruction, small groups discussions, demonstration, peer supported lab work.
Purpose	This module empowers you to unlock the secrets of computer's operating system, navigate digital world with confidence, and troubleshoot common issues.
WIIFM	<p>Be able to:</p> <ul style="list-style-type: none"> <li>Troubleshoot common computer problems quickly and easily.</li> <li>Learn how to use technology effectively and efficiently</li> <li>Save time and effort by automating tasks</li> </ul>
Module sections	<p>Module Introduction and Recap</p> <p>What is an Operating System?</p> <p>Navigating the Desktop</p> <p>Essential Tasks and Fun with Apps</p> <p>Troubleshooting Tips and Tricks</p> <p>Module Debrief and Generalization</p>



## Introduction and Recap:

This Module unlocks the secrets of the software that arranges your computer's work. Support yourself for an interactive journey where you will crack the code, unveil the magic behind everyday tasks, and empower you to take control of your digital experience.

No blacker boxes! You dissect the inner workings of operating systems, from the active marketplace of processes to the meticulous filing system that keeps your data organized. From commanding applications to connecting to the vast digital landscape, you'll understand the hidden language that guides your every click and keystroke.

You will be equipped with the skills to navigate the user interface with confidence, manage files like a pro, and troubleshoot common issues with ease.

Remember what you have learned in Module 1. Try to point what key learnings you acquired and discuss with your friend if it is possible.

### 2.1. What is an Operating System?

Have you ever wondered what makes computer functioning? In this Module, you be exposed to the key digital group—the Operating System. It's the invisible conductor, managing resources, coordinating tasks, and ensuring everything runs smoothly.



#### Instruction:

- Get ready to answer the following questions.
  - What do you think an OS does?
  - Have you heard of Windows, macOS, or Linux? What do you know about them?
  - Imagine your computer as a busy office. What tasks does the OS handle like a manager?
- Write down your answers on your notebook.
- Take notes on issues you need clarification from your trainer and ask him/her freely.



#### Generalization

Then, try to define what an Operating System using your own language before seeing the definition given below.

An OS is the core software that manages and controls all the hardware and software resources of a computer. It acts as the bridge between you and the hardware, translating user commands into instructions for the computer to understand.

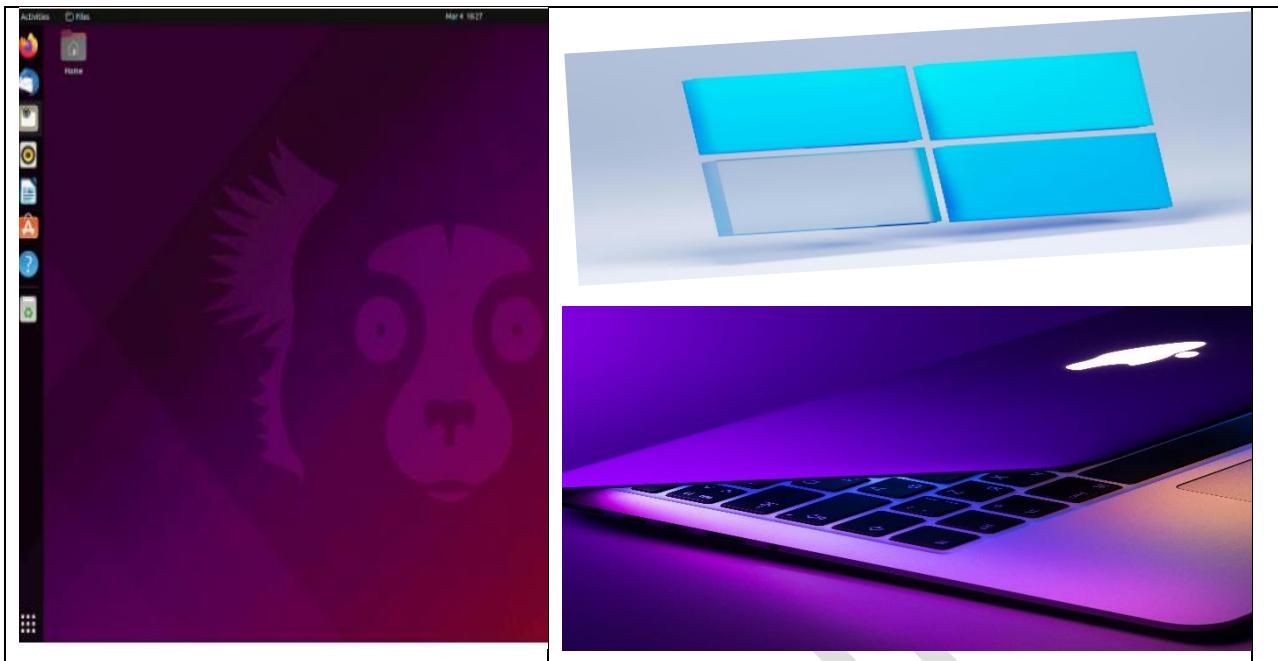


### **Key Functions of an OS:**

- **Resource Management:** Allocates memory, CPU time, and other resources to different programs efficiently.
- **Process Management:** Creates, executes, and terminates programs while preventing conflicts.
- **File Management:** Organizes and manages files and folders on storage devices.
- **Security:** Protects the computer from unauthorized access and malware.
- **User Interface:** Provides a user-friendly interface for interaction with the computer.

### **Types Desktop OS:**

- **Windows:** Most popular desktop OS, known for its user-friendly interface and wide range of software compatibility.
- **macOS:** Powerful and user-friendly OS for Apple computers, popular for creative professionals.
- **Linux:** Open-source and highly customizable OS, often used in servers and embedded systems.



Picture for Brainstorming and Guessing games □ Sources Official site of the Operating system.



### Summarize and Reflect

- Briefly review the key learnings:
  - What is an OS and what does it do?
  - What are the main functions of an OS?
  - How do different types of OS differ?
  - Why is an OS important for everyday computing?

## 2.2. Navigating the Desktop

Imagine your computer desktop as a busy city square. Icons are your shops and landmarks, folders are your neighborhoods, and the taskbar/dock is the main avenue – let you learn to navigate this digital world with ease!



### Lab Practices

Have a Tour through the key elements of the desktop:



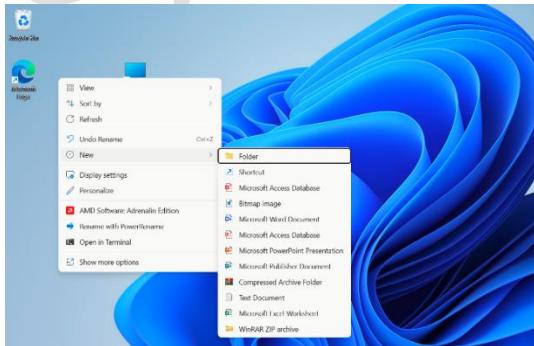
**Icons:** the symbols you see on the desktop screen are icons. Their purpose is to get and work with applications, files, or folders. Try to identify familiar icons with their uses.



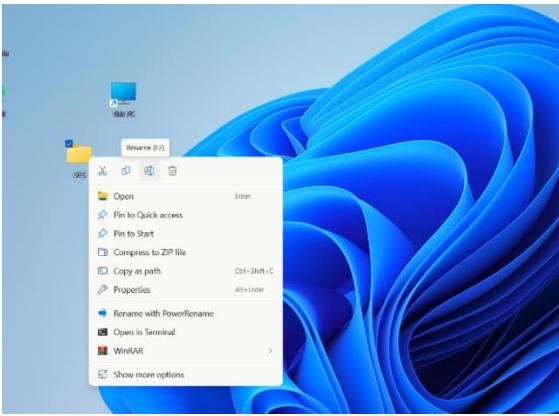
**Menus:** click the right mouse button to get context-specific menus for actions like opening, copying, or deleting, etc.



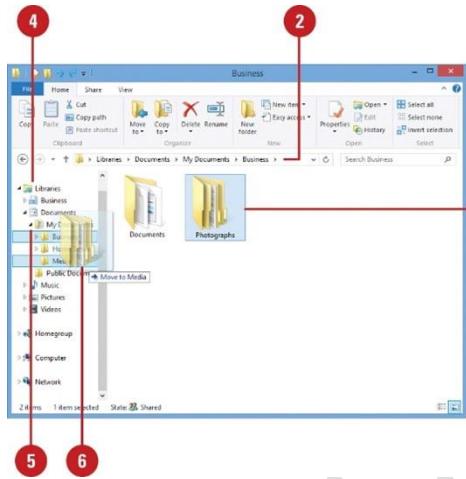
**Taskbar:** displays currently running applications and provides quick access to frequently used ones.



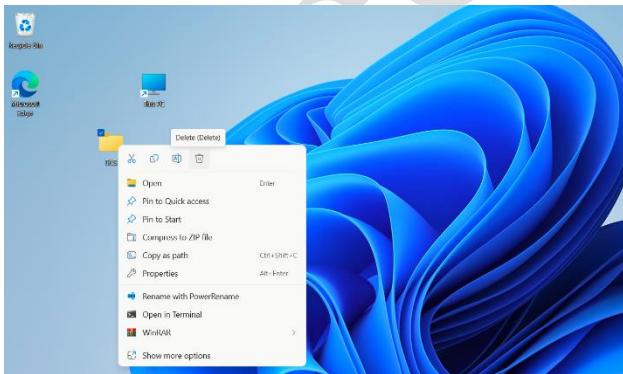
**Creating:** Practice how to create new folders and name them descriptively. Practice by creating folders for your favorite hobbies or projects.



**Renaming:** used to change the name of files, documents, and folders.



**Moving:** Practice how to drag and drop files and folders to different locations on the desktop or within folders. Practice with some example files.



**Deleting:** used to remove unwanted files from the computer.



## Summarize and Reflect

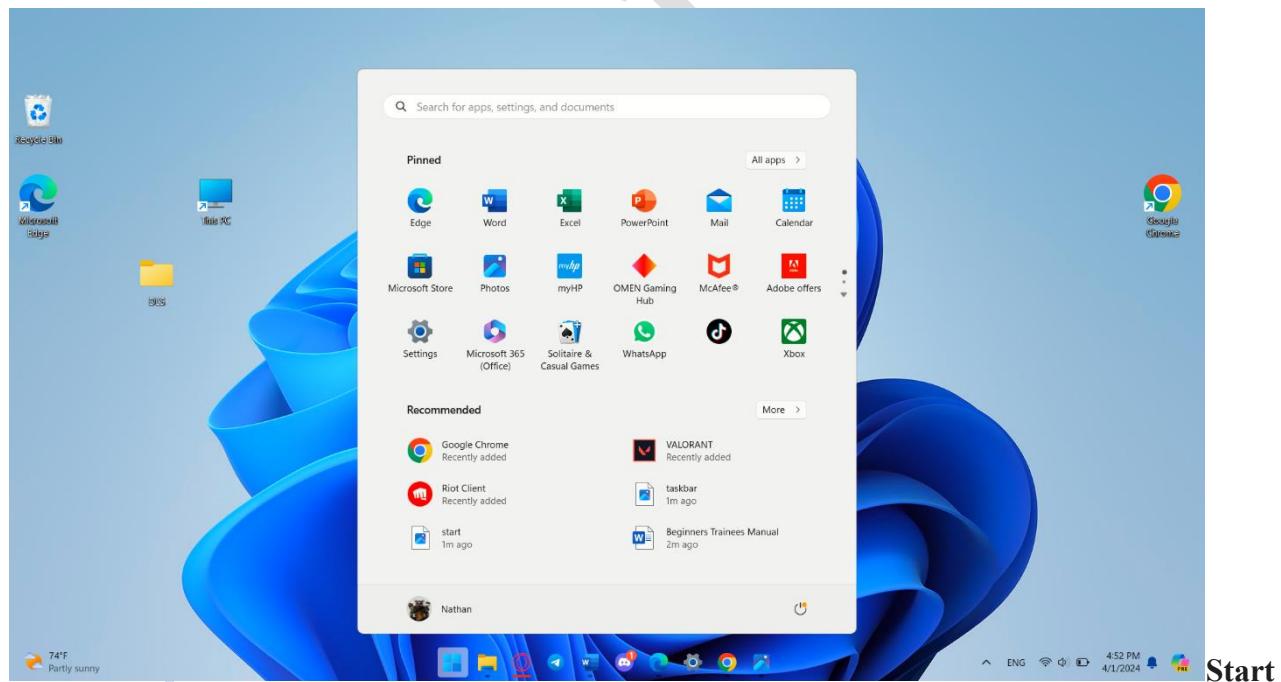
- Recap the key skills covered: identifying desktop elements, managing files and folders, and using navigational tools.
- Emphasize the importance of organization and efficient desktop management for a smooth computing experience.
- Explore your desktops further and practice the learned skills with your own files.

### 2.3. Essential Tasks and Fun with Apps

Your computer is a multipurpose toolbox, ready to tackle any task and reflect your unique style. Let you unlock its potential, from running apps to finding files, and make it truly yours!

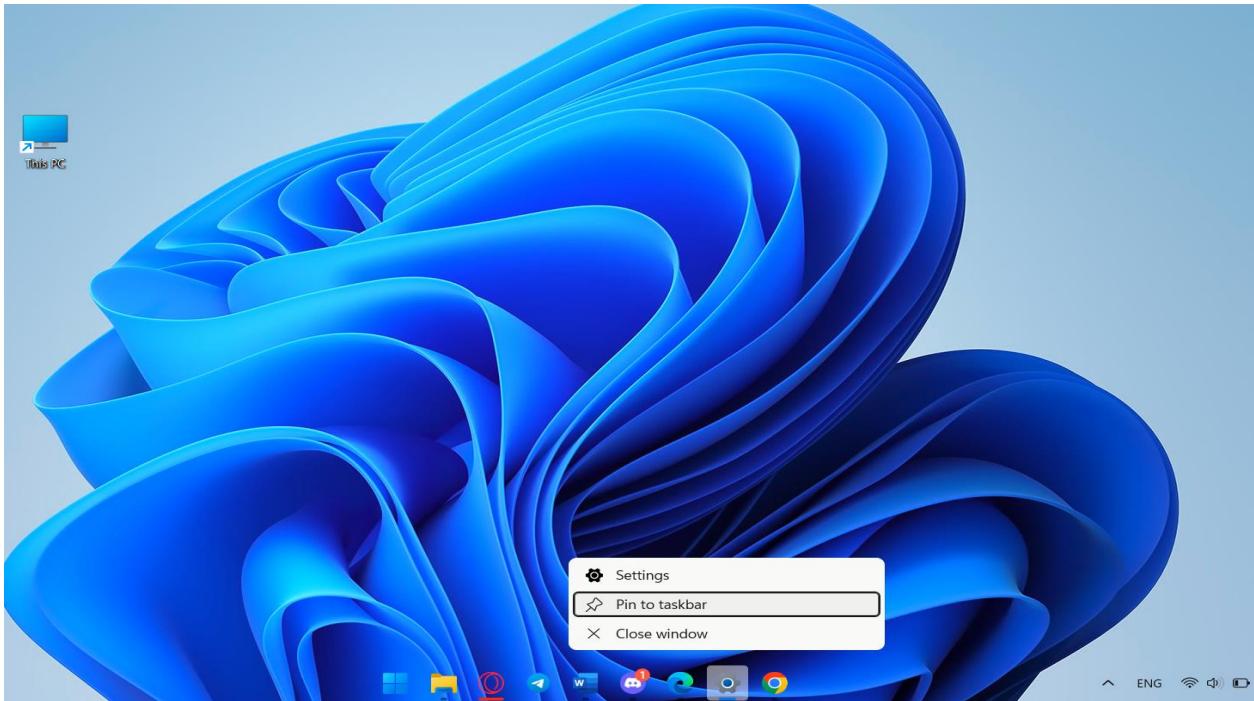
#### App Ride

Take control of your digital workspace by using multiple ways to launch applications:



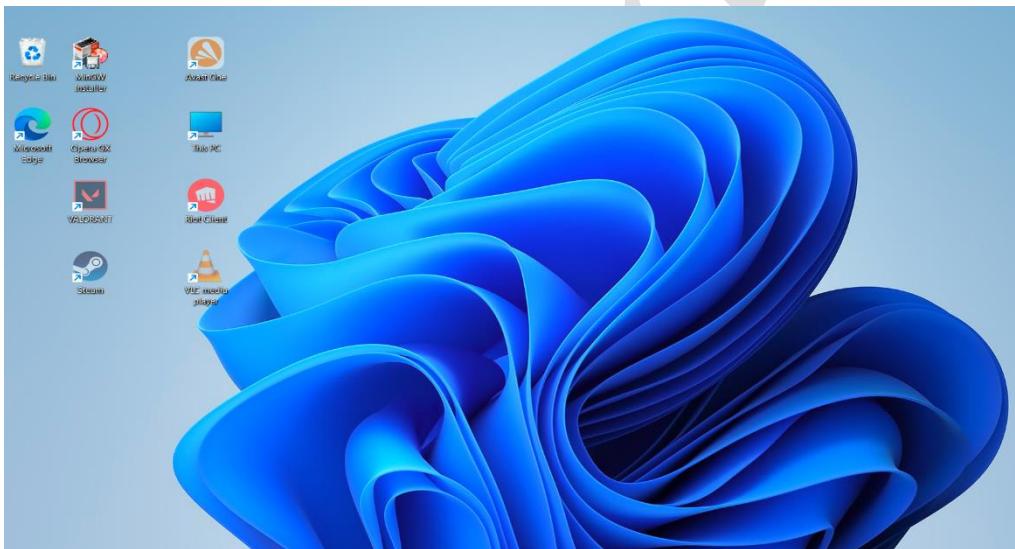
#### Menu:

- Click on the Start button (usually located in the lower-left corner of your screen).
- Browse through the list of apps or use the search bar to find the one you want.
- Click on the app's icon to open it.



### Taskbar:

- Look for the app's icon pinned to the taskbar (the horizontal bar at the bottom of your screen).
- Click on the icon to launch the app.



### Desktop Icons:

- Double-click on the app's shortcut icon located on your desktop.

### Keyboard Shortcuts:

- Press the Windows key (on Windows) to open the Start menu quickly.
- Type the app's name to search for it.
- Press Enter to launch the app.

## 2.4. Troubleshooting Tips and Tricks

Even the best computers have delays sometimes, but don't worry! You'll be equipped with the knowledge and tools to navigate those bumps in the digital road smoothly.

### Common Computer Despairs

- Ask yourself about common computer issues you've experienced as a problem. List them in your notebook.
- Consider the following examples:
  - Application stack
  - Slow performance
  - Internet connection problems ("no internet" symbol)

### Troubleshooting Toolkit:

**First**, try to restart your computer as a simple yet effective solution for many malfunctions.

**Update Check**: try to update by consulting technical person.



### Generalization and Reflect

Summarize the main troubleshooting techniques and tips you have learned. If possible, share your points to others.

### Module Generalization and Debrief

#### Module Generalization

In this Module, you learned the mysteries of operating systems (OS), the hidden conductors arranging your computer's every click and keystroke.



#### Key learning points:

**The importance of OS**: You discovered the core function of an OS – managing hardware and software resources, translating your commands into instructions, and keeping everything running smoothly.

**Navigating the Desktop**: You mastered the basics of navigating your digital workspace, launching applications, managing files and folders, and customizing your experience.

**App Adventures:** You unlocked the potential of applications, from launching them with ease to troubleshooting common issues and discovering new tools to expand your digital horizons.

**Troubleshooting Titans:** You gained valuable skills to tackle common computer setbacks, clarifying error messages, applying practical techniques, and becoming your own tech troubleshooter.



### Debrief Questions

- What surprised you most about the world of operating systems?
- Which skill or technique do you think will be most helpful in your daily computer use?
- What key steps would you share to others?
- How can you apply the things you learned about operating systems in your specific activities or interests?

## 2.5. Module Assessment

### True or False:

1. An operating system is a hardware component responsible for processing data. (True / False)
2. The main function of an operating system is to act as a translator between the user and the computer hardware. (True / False)
3. Windows, macOS, and Linux are all examples of popular mobile operating systems. (True / False)
4. Navigating files and folders effectively is essential for maintaining a well-organized computer. (True / False)
5. Troubleshooting common computer problems often requires advanced technical knowledge. (True / False)

### Fill in the Blanks:

6. The \_\_\_\_\_ provides a visual interface for interacting with the computer.
7. Clicking the right mouse button reveals a \_\_\_\_\_ menu with specific actions for the selected item.
8. \_\_\_\_\_ updates improve the security and performance of your operating system and applications.
9. When encountering an unfamiliar error message, you can search for help online using keywords like the \_\_\_\_\_ code.

10. Before attempting major troubleshooting steps, it's always advisable to try a simple \_\_\_\_\_ to reset the system.

Second draft

## Module 3: Using Word Processing

Preparation	<p><input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.</p>
Learning Objectives	<p>In this module, you will:</p> <ul style="list-style-type: none"><li>• To demonstrate you with the essential skills and knowledge to create, edit, and format professional documents using word processing software.</li><li>• To build confidence in navigating the word processing interface and utilizing its features effectively.</li><li>• To foster a foundation for further exploration of basic word processing techniques and applications.</li></ul>
Methods	Classroom instruction, small group discussions, demonstration, peer-supported lab work.
Purpose	Confidence in word processing essentials to craft polished documents, boost productivity, and unlock basic skills.
WIIFM	You will: <ul style="list-style-type: none"><li>• Craft commanding documents</li><li>• Impress your audiences</li><li>• Unlock your word-processing master.</li></ul>
Module sections	<p>Unveiling the Interface</p> <p>Text Refining Techniques</p> <p>Formatting Technique</p> <p>Design and Layout Mastery</p> <p>Printing a Document</p> <p>Module Project</p>



## Introduction

Get started with the wonderful world of word processing! In this training manual, you unlock the secrets of these powerful tools that transform your thoughts into polished, professional documents. Think of your computer screen as a blank page, and your word processor as a toolbox filled with exciting tools. In this session, you explore these tools and learn how to use them to create amazing documents, reports, brochures, .... Let's dive in!

Whether you're a student crafting your first essay, a business professional drafting reports, or an aspiring writer penning your masterpiece, understanding how to use word processing software is essential. This training manual will guide you through the essential features.

Remember, word processing software is a powerful tool, but it's also user-friendly. This training manual will be your trusty companion, breaking down complex concepts into simple steps and guiding you through each stage of the writing process. So, get ready to unleash your inner wordsmith and unlock the boundless possibilities of writing with word processing software!

### 3.1. Unveiling the Interface

Imagine your word processor as a blank canvas, ready to be painted with the vibrant colors of your words. In this session, you unveil the tools and brushes you'll need to craft stunning documents, from simple letters to captivating stories.

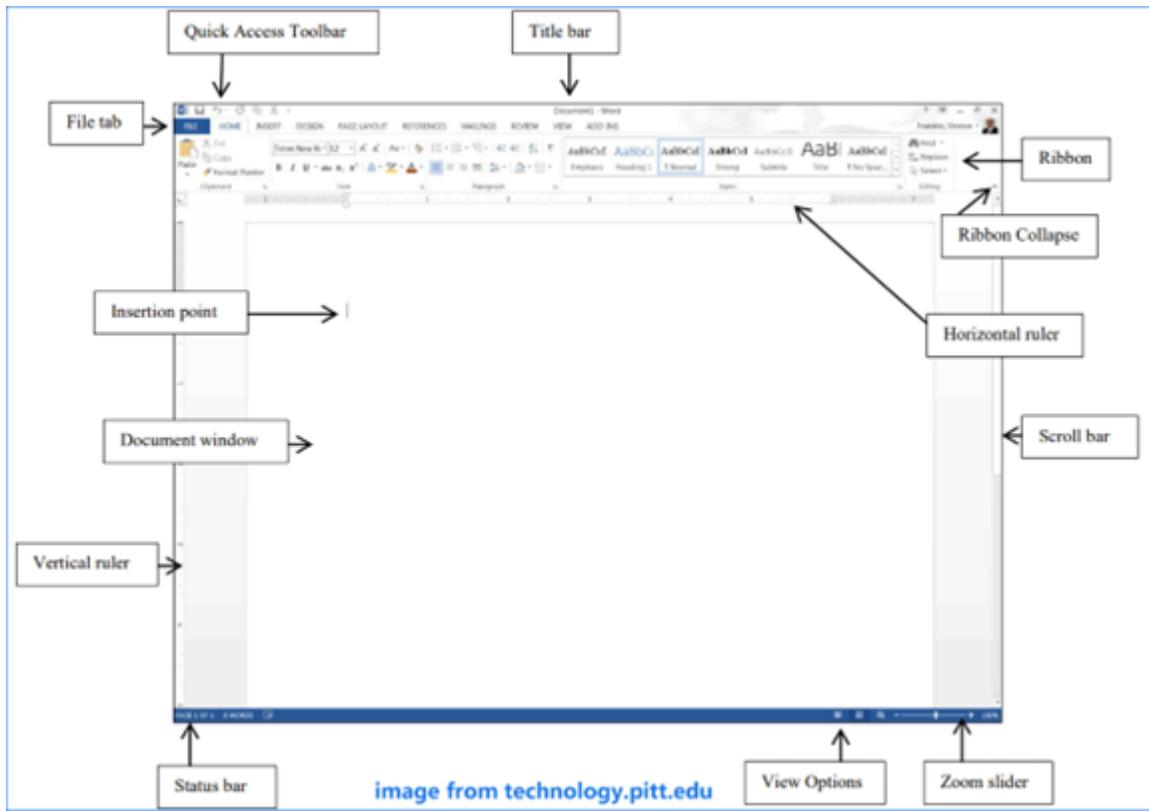


#### Launch and Explore the Interface

Practice to open the word processing software.

- Click inside the search bar and start typing: Word and press Enter. OR
- Click on the Word icon in the Taskbar to launch Microsoft Word.
- A Blank Document will open.

Practice and discuss the main elements of the interface:



## Key Points to Discuss

**Title bar** Focus: The main window's name and the application name.

**Menu bar** Focus: Access main program functions grouped by categories (e.g., File, Edit, Insert, Format).

Tip: Explore menus to discover advanced features hidden beneath the ribbon.

**Toolbar** Focus: Quick access to frequently used commands through icons.

Tip: Customize the toolbar for even faster access to your preferred tools.

**Ribbon** Focus: Visual tabs holding contextual groups of related commands.

Tip: Experiment with different ribbon tabs to explore specific document features.

**Rulers** Focus: Horizontal and vertical guides for setting margins, indents, and line spacing.

Tip: Drag the ruler markers to adjust measurements visually.

**Scroll bars** Focus: Vertical and horizontal bars for navigating through the document.

Tip: Use the scroll wheel or click/drag the scroll bars to move around.

**Status bar** Focus: Displays information about the document and current editing mode.

Tip: Right-click the status bar for additional options and customization.

**N.B.** Practice the key elements and functions covered.

## 3.2. Text Refining Techniques

Words are the building blocks of your documents, and in this session, you will learn how to shape them into beautiful and error-free masterpieces. Imagine your text as clay, ready to be molded into captivating stories or informative reports.



### Practical Exercise

#### Selection Sensation:



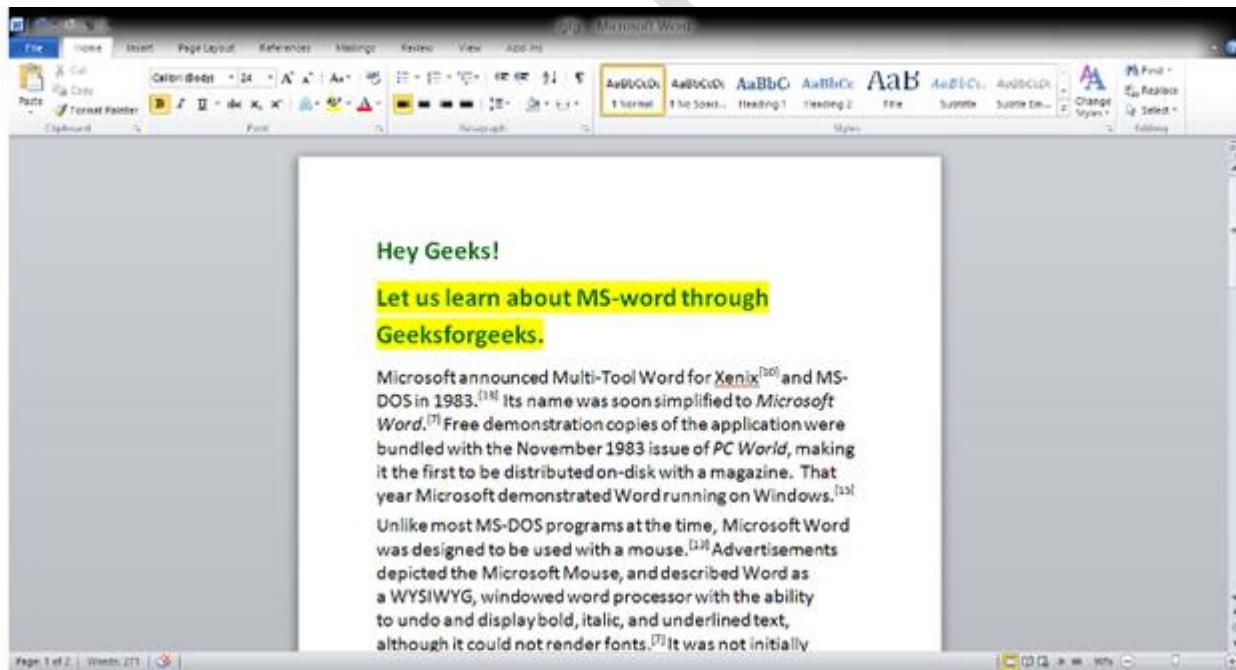
#### Activity:

Practice Selecting of word.

Mouse Dragging: Click and drag the mouse pointer across the desired text.

Shift-Click: Hold Shift while clicking to select multiple non-consecutive words.

Ctrl-A: Select the entire document.



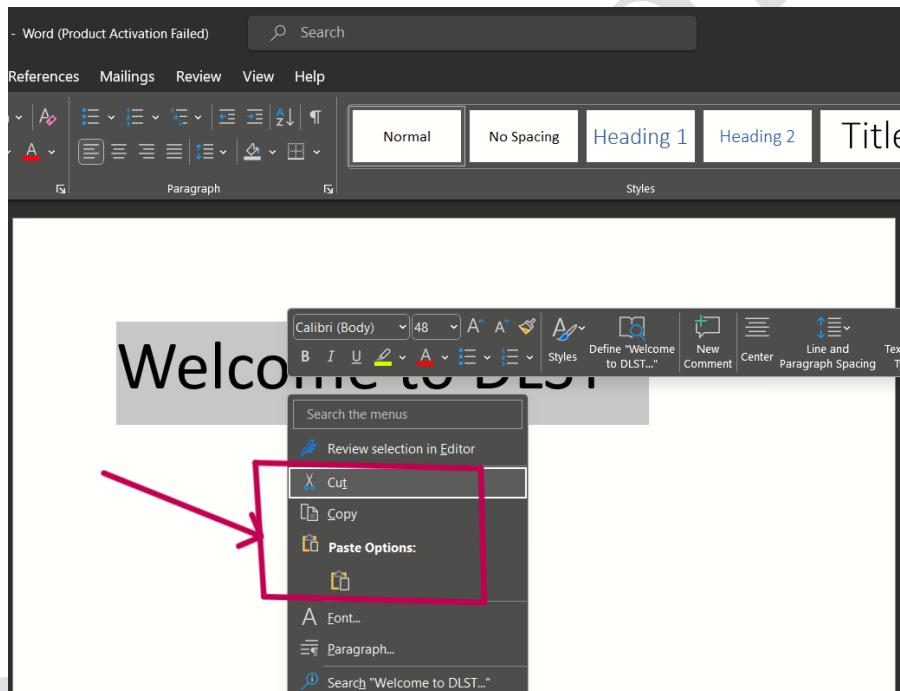
## Cutting, Copying, and Pasting:



### Activity:

- Practice the "Cut (Ctrl + X)," "Copy (Ctrl + Y)," and "Paste (Ctrl + V)" functions using.
- How to:
  - Cut or copy selected text using keyboard shortcuts (Ctrl+X or Ctrl+C) or menu options.
  - Paste the text at the desired location using the keyboard shortcut (Ctrl+V) or menu option.
  - Show how to "Paste Formatting" to apply the formatting of the copied text to another location.

**N.B:** Practice cutting, copying, and pasting within your documents and between different documents.



## Keyboard Functions:



### Activity:

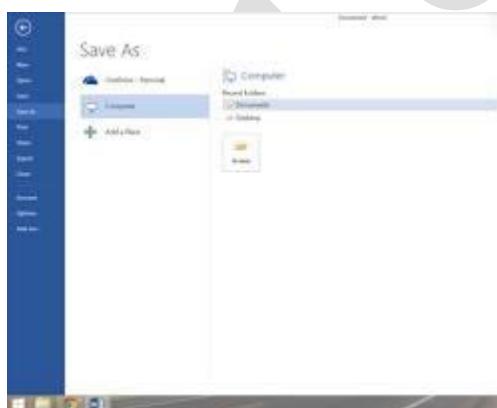
- Familiarize with essential keyboard shortcuts for common tasks like:
  - Saving (Ctrl+S) and F12
    - highlight the difference between the two by discussing save and save as
    - **Save (Ctrl+S):** Updates the current document with any changes you've made.

- **Use case:** When you want to **preserve your work on the existing file**. Imagine you have an open document named "My\_Report.docx" in MS Word. You make edits and then click "Save."
- **Outcome:** The changes you made are saved automatically to the existing "My\_Report.docx" file.

- **Save As (F12):** Creates a new copy of the current document with a new name or location.

■ **Use case:** When you want to:

- Keep a backup of the original document with changes.
- Save the document with a different name.
- **Save the document in a different file format (e.g., .pdf).**
- Imagine you have your "My\_Report.docx" open with edits. You click "Save As."



• **Outcome:** A new window appears. You can:

- Choose a new name (e.g., "My\_Report\_Final.docx").
- Select a different folder to save it in.
- Change the file format (e.g., "My\_Report.pdf").
- Click "Save" to create a new file with the chosen name, location, and format.
- Undoing (Ctrl+Z)
- Redoing (Ctrl+Y)
- Copying (Ctrl+C)
- Pasting (Ctrl+V)
- Bold (Ctrl+B)

- Italics (Ctrl+I)
- Underline (Ctrl+U)

**N, B:** Practice makes better, take time to practice them.

Function	Shortcut
Open a document	CTRL+O
Close current document	CTRL+W
Create a new document	CTRL+N
Save a document	CTRL+S
Print a document	CTRL+P
Increase font size 1pt	CTRL+]
Decrease font size 1pt	CTRL+[
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U
Centre text	CTRL+E
Left align text	CTRL+L
Right align text	CTRL+R
Undo	CTRL+Z
Redo or repeat last action	CTRL+Y
Cancel	Esc
Delete one word to the left	CTRL+Backspace



## Application

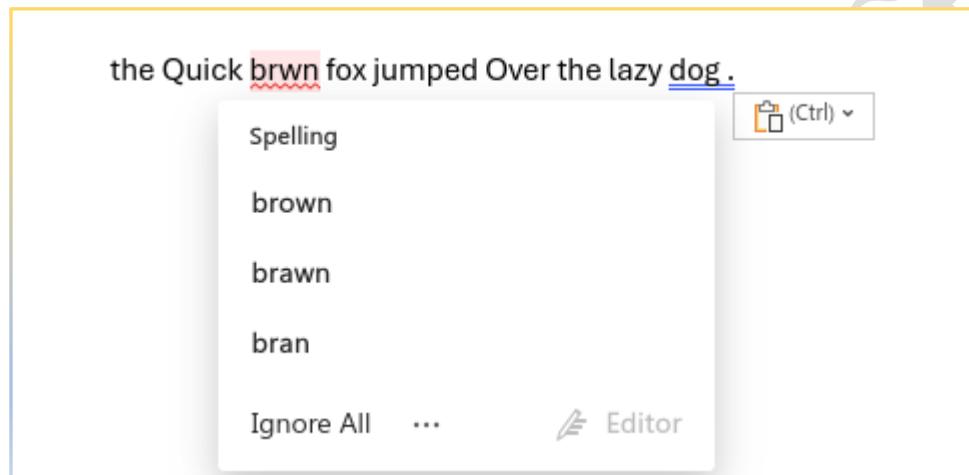
1. Type your name. (No shortcut needed)
2. Bold your name. (Ctrl+B)
3. Underline your name. (Ctrl+U)
4. Type the sentence "The quick brown fox jumps over the lazy dog". (No shortcut needed)
5. Copy the entire sentence. (Ctrl+C)
6. Move your cursor to the next line. (Press Enter)
7. Paste the copied sentence. (Ctrl+V)
8. Italicize the first word of the pasted sentence. (Ctrl+I)
9. Undo the last action (italicizing). (Ctrl+Z)
10. Redo the last action (italicizing). (Ctrl+Y)

11. Change the font size of the entire document to 14 points. (This might involve a different shortcut depending on your software)
12. Save the document as "Keyboard\_Practice" (Ctrl+S)

### Spell and grammar check

**1. Spell Check:** Identifies potential spelling mistakes and suggests corrections.

1. Right-click on a flagged word to see suggestions.



2. Choose the correct spelling or click "Ignore" if the word is spelled correctly.

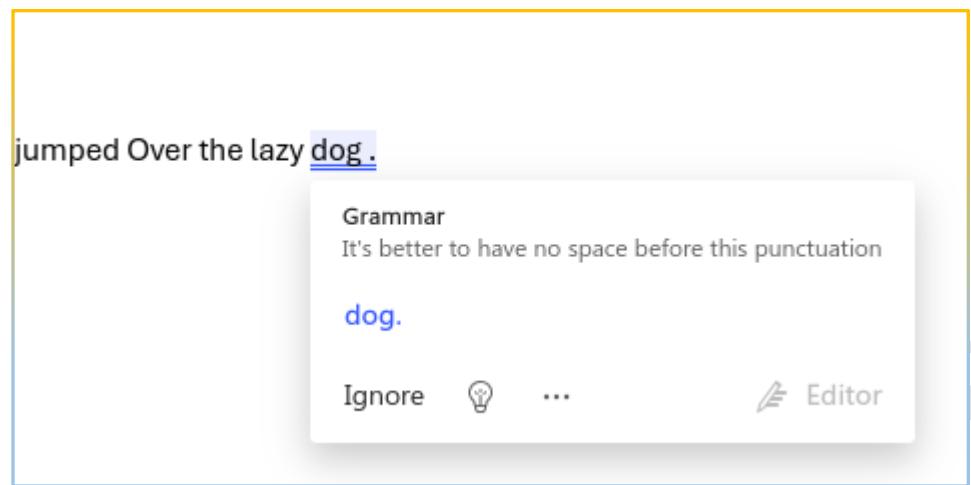
**2. Grammar Check:** Identifies potential grammar errors and offers suggestions for improvement.

1. Follow steps from the Spell Check section.
2. Review the flagged words with green or blue underlines.

ian this Smith. With 25 years of e  
e job done if you are looking for tjumped Over the lazy dog.  
ip with things like baggage, confi  
or you.

Green/blue underline for grammar error in MS Word

3. Right-click on a flagged word to see suggestions and explanations.



4. Choose the best option or click "Ignore" if the grammar is correct in context.

### Spell Check Sleuths:



#### Activity:

- Practice through using the spell check tool.
- Try to identify and correct spelling and grammar errors.

**N.B:** Practice use the spell check tool on your documents and practice them to explore its settings and advanced options.

### Proofreading Powerhouse

#### Grammar Gremlins:

Identify and understand common grammatical mistakes. Here are some of the most common ones and how to avoid them:

#### 1. Subject-Verb Agreement:

- **Error:** When the subject and verb in a sentence do not agree in number (singular/plural).
- **Example:** "The **dog** (singular) **plays** (plural) in the park."
- **Fix:** Use the "Review" tab's grammar check or look for underlined errors. Right-click for suggestions to ensure subject and verb match.

#### 2. Misplaced Modifiers:

- **Error:** Words or phrases placed incorrectly, leading to ambiguity about what they modify.

- **Example:** "I saw a man **walking his dog** with a book." (Who has the book?)
- **Fix:** Rearrange the sentence or use commas to clarify the intended meaning. "I saw a man, walking his dog, with a book."

#### 4. Run-on Sentences:

- **Error:** Two or more independent clauses jammed together without proper punctuation.
  - **Example:** "The rain poured down the streets the children played inside."
  - **Fix:** Use a semicolon, a period, or a coordinating conjunction to create grammatically correct sentences. "The rain poured down the streets. The children played inside."
- N.B:** Try to discover other grammatical pitfalls and how to avoid them

#### Read Aloud Advantage:



#### Activity:

#### Step by Step Guide

- On the Review tab, select Read Aloud.
- To play Read Aloud, select Play in in the controls.
- To pause Read Aloud, select Pause.
- To move from one paragraph to another, select Previous or Next.
- To exit Read Aloud, select Stop (x).



1 Welcome to DLST

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover

Practice the "Read Aloud" feature in the word processing software.

See how listening to your writing can help you catch hidden errors in sentence flow, rhythm, and awkward phrasing.

Try reading your documents aloud and identify areas for improvement.

#### **Peer Review Power:**

**N.B:** Discuss with your peers to have the peer review process and its benefits for developing editing skills and learning from others.



#### **Generalization and Reflect**

Briefly recap the key elements and functions covered.

### **3.3. Formatting Technique**

Think of your document as a blank canvas ready to be transformed. You have a palette of vibrant colors, bold strokes, and intricate patterns (formatting options) at your disposal. In this session, you learn how to wield these tools to create masterpieces: documents that are not only informative but also visually engaging and a pleasure to read.



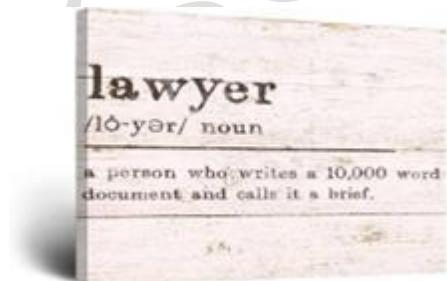
#### **Practice**

#### **Masterful Margins and Spacing**



#### **Activity:**

#### **Visualizing Margins:**



See an image of a framed painting.



Question how the frame affects the overall presentation of the artwork.

See below how margins serve a similar purpose in documents:

Margins play a crucial role in any document, akin to borders on a map. They establish visual boundaries, separating the text from the edge of the page. This creates a sense of order and prevents the content from feeling cramped or overwhelming. Just as a map's borders enhance legibility, margins improve readability by giving the text "breathing room" and guiding the reader's eye. In essence, margins are silent partners in communication, ensuring your message lands with clarity and ease.

### **Setting Visually Appealing Margins in Word: Step-by-Step Guide**

Adding the right margins can elevate your Word document from ordinary to visually delightful. This guide will walk you through the process, step-by-step, so you can master the art of margin magic!

#### **Before you begin:**

Open your Word document and navigate to the "Layout" tab on the ribbon.

You'll find the "Margins" button within the "Page Setup" group.

#### **Step 1: Choose Your Preset:**

Word offers a variety of pre-set margins to suit different needs.

Normal: A safe and common choice for everyday documents.

Narrow: Perfect for saving space or creating landscape-oriented documents.

Moderate: Offers slightly more breathing room than Normal.

Wide: Ideal for large fonts, figures, or binding documents.

Mirrored: Makes both left and right margins equal, often used for formal documents.

Click on the dropdown menu under "Margins" and select your desired preset. You can see a live preview of how your document will look with the chosen margins.

#### **Step 2: Fine-tune with Custom Margins:**

For ultimate control, choose "Custom Margins" from the dropdown menu.

A "Page Setup" dialog box will pop up. Here, you can adjust the values for:

Top: Distance between the text and the top edge of the page.

Bottom: Distance between the text and the bottom edge of the page.

Left: Distance between the text and the left edge of the page.

Right: Distance between the text and the right edge of the page.

#### **Step 3: Apply Changes:**

Once you're happy with your margin settings, click "OK" in the "Page Setup" dialog box.

## Practice Makes Perfect

Now that you know the basics, it's time to put your skills to the test! Try setting different margins for different sections of your document, such as wider margins for headers and narrower margins for body text. You can also adjust margins for specific pages, like adding extra space around a picture.

## Line Spacing and Paragraph Spacing



### Activity:

#### Interactive Activity: The Dance of Lines

Click-clack, symphony of keys,  
Black birds alight on ivory seas.  
Thoughts take flight, a feathered stream,  
On pixel waves, a digital dream.  
Cursor blinks, a watchful eye,  
As words unfurl, beneath the sky.  
From blankness vast, a world is spun,  
With every tap, a story begun.  
Paragraphs rise, like verdant hills,  
Sentences flow, like gurgling rills.  
Backspace, eraser, sculptor's art,  
Refining lines, till truth takes part.  
And when complete, sigh of peace,  
A world contained, in digital release.  
A testament to mind and hand,  
A masterpiece, on silicon sand.



**Question** See the above image and how the reading experience feels. Do you find it difficult or tiring? Discuss how tight spacing can feel claustrophobic and hinder comprehension.

See the below image and try to read now? How were your feelings now?

Click-clack, symphony of keys,  
Black birds alight on ivory seas.  
Thoughts take flight, a feathered stream,  
On pixel waves, a digital dream.  
Cursor blinks, a watchful eye,  
As words unfurl, beneath the sky.  
From blankness vast, a world is spun,  
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Backspace, eraser, sculptor's art,  
Refining lines, till truth takes part.  
And when complete, a sigh of peace,  
A world contained, in digital release.  
A testament to mind and hand,  
A masterpiece, on silicon sand.]

Did you notice that how increased line spacing improves readability and creates visual separation between lines?

Line Spacing Options: Practice and see various line spacing options:

- Single (code, legal documents)
- 1.15 (default in many processors)
- 1.5 (popular choice for comfortable reading)
- Double (ideal for large fonts or complex formatting)

### Final Touch: The Art of Pause

See a document below and discuss how it appears?

Word processing software has revolutionized the way we write. It allows us to create, edit, and format documents with ease. We can use spell checking and grammar tools to ensure accuracy, and we can collaborate with others in real time. Word processing software has made writing more efficient and productive. One of the most important features of word processing software is its ability to format text. We can change the font, font size, and color of our text. We can also add bold, italics, and underline formatting. We can create lists, tables, and charts. All of these formatting options help us to make our documents more visually appealing and easier to read. Another important feature of word processing software is its ability to collaborate with others. We can share documents with others and track changes made by different users. This makes it easy to work on documents together as a team. As you can see, the lack of space between paragraphs creates a visually monotonous block of text. It's difficult to discern where one paragraph ends and the next begins, making it harder for the reader to follow the flow of ideas. Here's the same text with proper paragraph spacing: Word processing software has revolutionized the way we write. It allows us to create, edit, and format documents with ease.

**Visual Separation:** Add some space between paragraphs (6pt or 12pt) and see the difference. Understand how paragraph spacing creates visual separation and improves navigation through the text, making it easier to identify transitions and key points.

**Spacing Techniques:** Practice different ways to apply paragraph spacing:

- Before and after paragraph settings
- Paragraph styles with built-in spacing
- Line spacing as a subtle means of creating space between paragraphs.

**Challenge and Practice:** Practice to identify paragraphs in a text with minimal spacing. Then, try to improve the visual hierarchy by adjusting spacing settings.

### Word seekers: Finding words



Question: Try to look for a specific word in the document? How many times does it appear?

What if you wanted to turn it into another word?

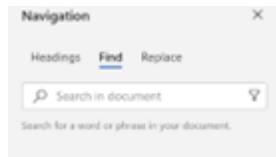


#### Activity:

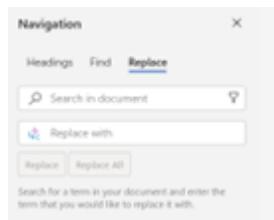
##### Step 1: Accessing Find and Replace



- Go to the home tab and select the find icon or replace icon
  - Find icon: Used only to find a sequence of words



- Replace icon: if you want not only to find the sequence of words but replace them with another one.



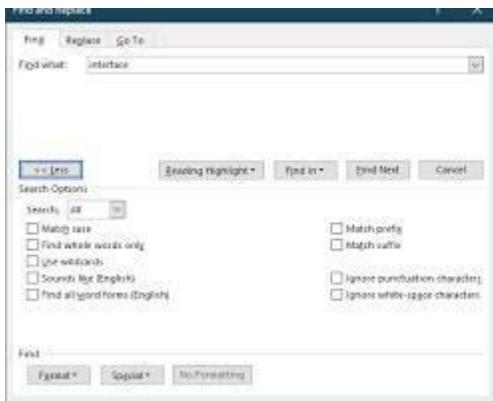
- **Keyboard Shortcut:** Press **Ctrl + G** to find or **Ctrl + H** to replace a word on your keyboard.

## Step 2: Entering Search Terms

- In the "Find what" field, type the text you want to search for.
- In the "Replace with" field, enter the text you want to use to replace the found text (optional for find only).

## Step 3: Using Search Options (Optional)

- Click the "More>>" button to reveal additional search options:
  - **Match case:** Only find instances that match the exact case of the search text (e.g., "apple" vs. "Apple").
  - **Find whole words only:** Only find instances where the search term is a complete word, not part of another word (e.g., "find" won't find "finder").
  - **Use wildcards:** Use special characters like \* (any character sequence) or? (Any single character) for broader searches.
  - **Format:** Search based on specific font styles, paragraph settings, etc.



#### Step 4: Initiating the Search

- Click the "Find Next" button to locate the first occurrence of the search term.
- Alternatively, click "Replace" to directly replace the found text with the text in the "Replace with" field.

#### Step 5: Replacing Text (Optional)

- If you want to replace all occurrences of the search term:
  - Click "Replace All" to replace every instance throughout the document.
  - A confirmation dialog might appear; click "Yes" to confirm or "No" to cancel.

#### Step 6: Navigating through Results

- Use the "Find Next" button to continue searching for subsequent occurrences after replacing the previous one.
- Use the "Replace Next" button to find the next occurrence and replace it individually.
- Click "Close" to exit the Find and Replace window when finished.

### Mastering the Text Parade



Activity:

#### The Alignment Showcase:

Gather your troops, your words! Start by displaying a short document with each paragraph aligned differently: left, right, center, and justified.



**Question:** how does each formation make you feel? Discuss how alignment impacts the atmosphere and readability of the text.

- Left alignment, like soldiers in a straight line, creates order and clarity.
- Right alignment, like a fashion model on the runway, exudes elegance and draws attention.
- Center alignment, like a poised diplomat, radiates balance and formality.
- Justified alignment, like a synchronized swim team, presents a uniform and aesthetically pleasing front.

### **Alignment Practice:**

Now, put your newfound knowledge into action!

- Practice a different alignment (left, right, center, or justified).
- Challenge yourself to rewrite a short section of the document using their assigned alignment.
- Practice and explore how different fonts, headings, and spacing work with their chosen alignment.

### **Key takeaways:**

- Left: Ideal for body text, essays, and reports, promoting clarity and order.
- Right: Perfect for grabbing attention, headings, titles, and quotes, adding a touch of intrigue.
- Center: Suited for emphasis, important elements, and titles, radiating balance and formality.
- Justified: Best for visual appeal, magazines, brochures, and documents where aesthetics is paramount.

**N.B:** Remember, consistency is key! Choose an alignment that resonates with your document's tone and stick with it for a cohesive and professional look.

Briefly recap the key elements and functions covered.

## **3.4. Design and Layout Mastery**

As you embark on Session 4, it is timely to recall the foundational formatting principles explored in Session 3. Those initial exercises in mastering margins, line spacing, indentation, and alignment – they were akin to your first, confident brushstrokes upon the canvas of your documents. Now, you shall embark on a further artistic journey, digging into the realm of basic design and layout elements. Through this session, you shall equip yourself with the tools to elevate our documents from mere sheets of information to polished and impactful masterpieces. You shall engage in the nuanced

discourse of typeface selection, strategically positioning visual elements, and even incorporating basic shapes for enhanced emphasis.



### Activity:

#### The Symphony of Fonts and Styles

##### An Orchestra of Words:

**Analogy:** The analogy of choosing fonts like selecting instruments for an orchestra. Each font contributes to the overall harmony and emotional impact of the written piece.

**Mood and Tone:** For example, Times New Roman conveys formality and seriousness, while a script font creates a playful and informal atmosphere.

#### Choosing Fonts: Step-by-Step Guide for Microsoft Word

Creating impactful documents in Microsoft Word often involves selecting the perfect font. It sets the tone, improves readability, and enhances the overall professionalism of your work. Let's dive into a step-by-step guide on choosing fonts in Word:

##### Step 1: Identify Your Document's Purpose and Audience:

- Formal documents: opt for classic, serif fonts like Times New Roman or Garamond.
- Creative projects: Explore more playful or modern sans-serif fonts like Arial or Calibri.
- Presentations: Consider large, bold fonts like Verdana or Tahoma for easy visibility.

##### Step 2: Explore the "Home" Tab's Font Options:

- Font Name: Click the drop-down menu to browse installed fonts.
- Font Size: Choose a size appropriate for your document type and audience.
- Font Style: Experiment with bold, italic, and underline options for emphasis.
- Presets: Utilize pre-formatted styles like Heading 1 and Heading 2 for consistency.

##### Step 3: Go Beyond the Basics with "Font" Dialog Box:

- Font: Access a wider range of font families and styles not displayed in the drop-down menu.
- Effects: Add subtle effects like strikethrough, small caps, or superscript.
- Character Spacing & Spacing: Adjust letter spacing and line spacing for optimal readability.

##### Step 4: Embrace Font Pairing:

- Headings & Body Text: Combine a bold, larger font for headings with a clear, smaller font for body text.
- Contrasting Styles: Pair serif fonts with sans-serif fonts for visual interest.
- Limited Palette: Choose 2-3 font families within the same style for a cohesive look.

## Step 5: Preview and Test Your Choices:

- Zoom in/out: Observe how your font choices work at different reading distances.
- Print Samples: Check how fonts translate to physical paper if printing is relevant.
- Seek Feedback: Share your document with colleagues or friends for a fresh perspective.



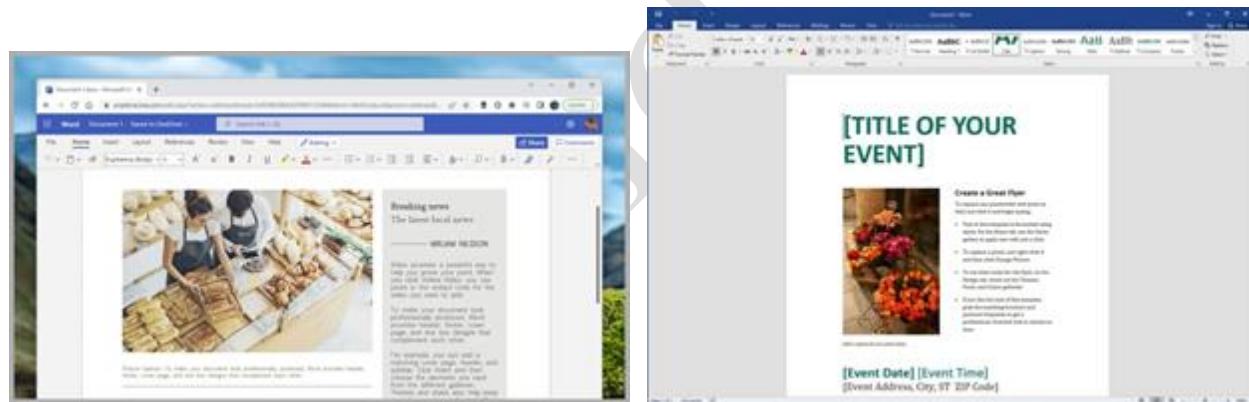
### Activity:

#### Unveiling the Power of Images and Lines

#### A picture is worth a thousand words: working with images

A Document with too much text can become overwhelming and hard to understand. That is why we make use of images to make our content interesting while also conveying additional information. Images can add visual interest and enhance your message in Microsoft Word documents. Let's dive in.

See visuals that showcase the use of images in Microsoft Word .



#### You can start by Step-by-Step Guide to use images in Microsoft Word

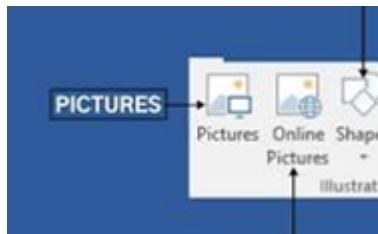
##### 1. Inserting Images:

There are three main ways to insert images into your document:

###### A. From Your Device:

1. Click the "Insert" tab.

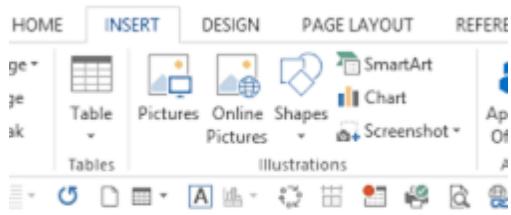
2. In the "Illustrations" group, click "Pictures."



3. Choose "This Device" and navigate to the image file on your computer.
4. Select the image and click "Insert."

#### B. From Online Sources:

1. Follow steps 1 and 2 from method A.
2. Choose "Search on Web" instead of "This Device."



Provides a powerful way to help you prove your point.

3. Type keywords describing the desired image and press Enter.
4. Select an image and click "Insert." (Always ensure proper licensing for online images)

#### C. Stock Photos:

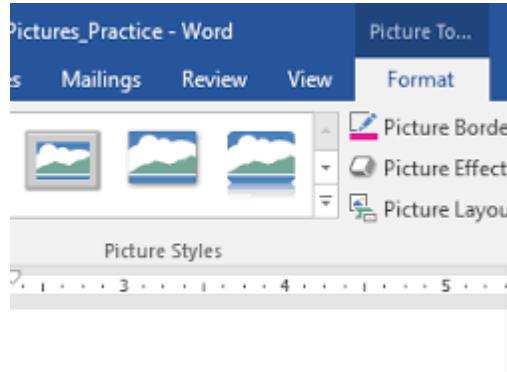
1. Follow steps 1 and 2 from method A.
2. Choose "Stock Images" instead of "This Device."

Stock Images option in Insert tab

3. Browse the available stock photos or search using keywords.
  4. Select an image and click "Insert."
2. Editing Images:

Once inserted, you can edit images within Word:

- Resize: Click and drag the corner handles to resize the image proportionally.
- Crop: Click the "Picture Format" tab and select "Crop" to adjust the image frame.

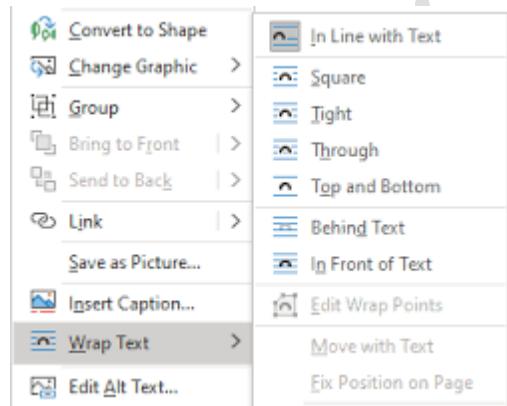


Picture Format tab and Crop option

- Rotate: Go to the "Picture Format" tab and choose "Rotate Left" or "Rotate Right" as needed.
- Brightness and Contrast: Use the "Picture Format" tab to adjust these settings for enhancing the image.

### 3. Formatting Images:

- Wrap Text: Right-click the image and choose "Wrap Text" to control how text flows around the image (e.g., Square, Tight, Behind Text, etc.).



#### □ HYPERLINK

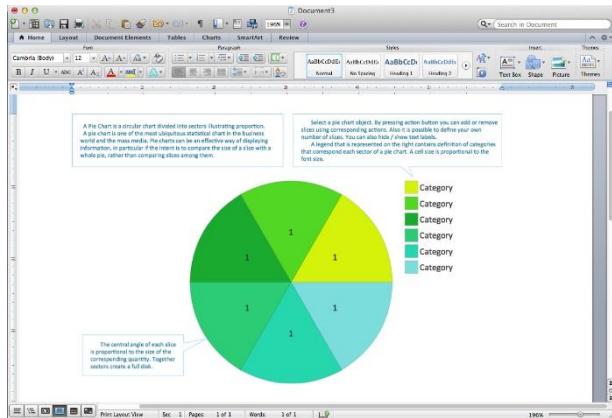
"[https://www.officetooltips.com/word/tips/text\\_wrapping\\_in\\_the\\_word\\_document.html](https://www.officetooltips.com/word/tips/text_wrapping_in_the_word_document.html)" Wrap Text options in a right click menu.

- Border Style: Go to the "Picture Format" tab and choose a border style and color from the "Border" options.

- Alternative Text: Add a description of the image for accessibility purposes by right-clicking and selecting "Alt Text."

## Activity 1: Charting the Course

### Data Visualization Magic



### Choosing the Right Tool for the Job

Charts are like windows into your data, revealing trends, relationships, and insights that might otherwise remain hidden. But with so many chart types available, choosing the right one can be tricky. Let's take a closer look at three common options: bar charts, pie charts, and line graphs, and explore their strengths and weaknesses to help you make informed choices.



#### Bar Charts:

- Imagine a bustling city skyline, each building representing a data point. Bar charts excel at comparing different categories or values side-by-side. Their simplicity and clear visual comparison make them ideal for:
- Highlighting differences between groups: Sales figures by region, website traffic by source, or customer preferences for different features.
- Tracking changes over time: Weekly website visits, monthly expenses, or quarterly revenue growth.
- Presenting nominal data: Survey responses, product categories, or employee count by department.



**Strengths:** Easy to understand, great for comparisons, effective for nominal and ordinal data.



**Weaknesses:** Can become cluttered with many categories, less effective for showing trends over time.



### Pie Charts:

- Think of a delicious pie, each slice representing a portion of the whole. Pie charts are perfect for showing how parts contribute to a total, highlighting:
- Proportions within a category: Age distribution of customers, budget allocation by department, or market share of competitors.
- Dominant categories: Quickly identify the largest segment of users, products, or expenses.
- Simple part-to-whole relationships: Show how individual pieces fit into the bigger picture.



**Strengths:** Easy to understand, emphasizes proportions, good for highlighting dominant categories.



**Weaknesses:** Limited to few categories, not effective for showing trends or comparisons, difficult to compare slices with small differences.



### Line Graphs:

- Imagine a winding road, each point marking a data point along the way. Line graphs are masters of showcasing trends and changes over time, revealing:
- Patterns and relationships: Stock prices over months, website traffic over days, or temperature changes over seasons.
- Rates of change: Identify periods of growth, decline, or stability.
- Comparing trends across multiple categories: Plot sales figures for different products or website traffic for different marketing campaigns.



**Strengths:** Excellent for showing trends, effective for comparing trends across categories, good for visualizing relationships and patterns.



**Weaknesses:** Can be cluttered with too many lines, less effective for comparing individual data points, not ideal for nominal data.

Choosing the right chart type is like selecting the perfect language for your data. Just as mismatched words can confuse the listener, a poorly chosen chart can obscure insights and mislead your audience. Aligning chart type with data type and audience needs is crucial for effective communication. Line graphs paint the story of trends over time, bar charts champion comparisons, and pie charts slice up the whole. So, match your message to the right visual tool, and let your data dance with clarity on the stage of your visualization!

### Activity 2: Building Your Masterpiece

#### Step-by-Step Guide to Creating Charts in Microsoft Word

Choosing the right chart can turn complex data into clear and compelling visuals. Microsoft Word offers a user-friendly interface for creating various chart types, making it a powerful tool for your presentations and documents. Let's explore the steps involved in creating a chart in Word:

##### Prepare Your Data:

**Gather your data:** Ensure your data is organized in a table format within your Word document. Each row should represent a data point, and each column should represent a different category or variable.

**Select your data:** Highlight the table containing your data. This tells Word which information to use for the chart.

##### Insert the Chart:

- Navigate to the Insert tab on the ribbon.
- Click the Chart button, located within the Illustrations group.
- A gallery of different chart types will appear.

##### Choose Your Chart Type:

- **Consider your data and message:** Decide which chart type best suits your data and the message you want to convey. Bar charts are great for comparisons, line graphs for trends over time, and pie charts for proportions within a whole.
- **Browse the gallery:** Hover over different chart types to see a preview of how your data will look in each format.

- **Double-click your chosen chart type:** This inserts the chart into your document, populated with your data.

### **Customize Your Chart:**

- **Chart elements:** Right-click any element of the chart, such as the legend, title, or data series, to access formatting options. You can change colors, fonts, sizes, and positions.
- **Data and labels:** Right-click the chart area and select Edit Data to access your data table. Here, you can edit values, add, or remove data points, and change how categories and values are displayed on the chart.
- **Chart style:** Click the Design tab on the ribbon to explore different chart layouts, color palettes, and effects.

**Formatting Technique:** Show simple formatting techniques like adjusting colors, adding labels, and applying data labels to enhance clarity and professionalism.

Absolutely! Here's an expanded section on formatting techniques for your step-by-step guide, focusing on enhancing clarity and professionalism:

### **Refine and Polish:**

#### **Color Magic:**

- Coordinate your palette: Choose a cohesive color scheme that matches your document's tone or reflects the data itself. Opt for contrasting colors for different data series to improve readability. Avoid using too many bright or neon colors, as they can be distracting.
- Highlight key elements: Use a bolder color or slightly brighter shade to emphasize important data points or chart trends.
- Subtlety is key: Avoid overusing gradient fills or textured patterns for chart backgrounds. Stick to clean, solid colors for optimal professional presentation.

#### **Label Love:**

- Clearly identify axes: Add labels to both horizontal and vertical axes, explaining what each unit or category represents. Use concise and consistent language throughout.
- Legend clarity: If your chart utilizes a legend, ensure it's easy to understand. Use descriptive titles for each data series and choose colors that correspond to those used in the chart itself.
- Data storytelling: Add data labels directly on chart points or bars for immediate understanding. Consider displaying key values or percentages to highlight specific data points.

#### **Professional Polish:**

- Gridlines with discretion: Use gridlines sparingly, only if they enhance readability without adding clutter. opt for thin, light-colored lines that don't overshadow the data.
- Background beauty: Choose a neutral background color that complements your chart colors and text. Avoid busy patterns or textures that can be distracting.
- Title it right: Give your chart a clear and concise title that summarizes its key message. Avoid overly detailed or cryptic titles that leave viewers guessing.



### Activity:

## Mastering Document Details

### Headings and Footnotes: The Frontline and Rearguard

Ever stumbled upon a document with missing page numbers or a forgotten title? Headers come to the rescue! These flexible tools elegantly display consistent information like titles, dates, page numbers, and author names at the top (or bottom) of your pages, streamlining navigation and enhancing professionalism.

#### Step 1: Understanding the Power of Headers:

Imagine each page in your document as a blank canvas. Headers become your trusty paintbrush, adding a consistent stroke of information across the entire masterpiece. They not only improve organization and readability but also add a touch of professionalism to your work.

#### Step 2: Adding and Formatting Headers with a Click:

- Navigate to the "Insert" tab on the ribbon.
- Click the "Header & Footer" button.
- Choose from a variety of pre-designed header options or build your own by clicking "Edit Header."

#### Step 3: Unleashing Your Inner Formatting Wizard:

- Now, the fun begins! Experiment with:
- Fonts: opt for classic serif fonts like Times New Roman for formal documents or playful sans-serif fonts like Arial for informal projects. (Tip: Check out "Font" tab for further tweaks!)
- Styles: Play with bold, italic, or underline options to highlight key information. (Experiment with the "Styles" dropdown in the "Home" tab!)

- Alignment: Center your header for a formal touch, left-align for a casual feel, or even justify for a dynamic look. (Utilize the alignment buttons in the "Paragraph" section of the "Home" tab!)

#### Step 4: Tailoring Headers for Different Needs:

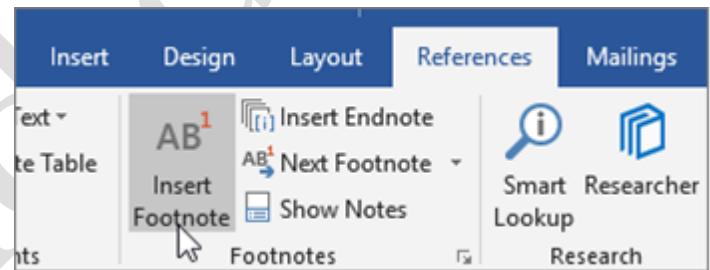
Formal documents: Embrace classic fonts like Garamond, subtle styles, and centered alignment for a professional look. (Think research papers, business reports, etc.)

Informal documents: Explore playful fonts like Calibri, bolder styles, and left-aligned layouts for a more relaxed feel. (Ideal for letters, invitations, or personal writings.)

#### Footnotes and Endnotes - Knowledge Nuggets on Demand:

Sometimes, additional information deserves a special spotlight without cluttering your main text. Enter footnotes and endnotes! These nifty features allow you to seamlessly add explanations, references, or comments at the bottom of the page or the document's end. (Access them through the "Insert" tab's "Footnote" and "Endnote" options.)

**Footnotes:** are notes providing citations or additional information like references and citations. They Appear at the bottom of the page, right below the line where the reference number is inserted.



Duis leo nunc, porta sed tincidunt ut, tempus ut mauris. Vestibulum ac sapien turpis. Morbi facilisis viverra erat id iaculis. Morbi a urna metus. Maecenas feugiat eros vel lobortis lacinia. Nulla aliquam nulla ac enim viverra placerat.<sup>1</sup>

Fusce suscipit quam velit, ac lobortis mi posuere quis. Fusce condimentum consectetur sapien, at viverra nibh euismod quis.<sup>2</sup>

Morbi porttitor neque in placerat eleifend. Phasellus purus ex aliquam non dolor. Integer at porttitor odio, eu suscipit erat.<sup>3</sup>

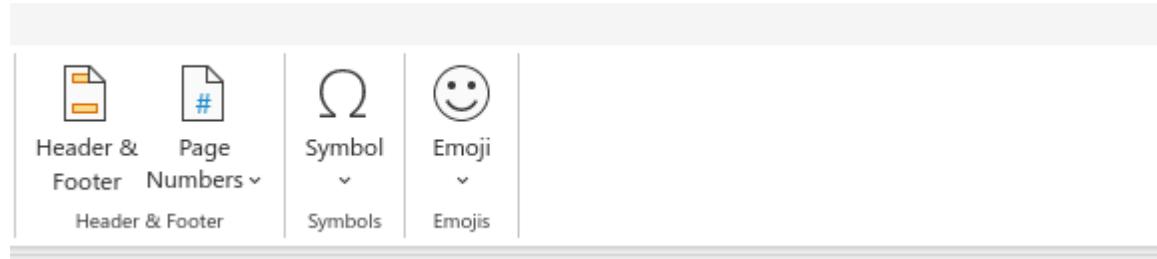
<sup>1</sup> This is a footnote  
<sup>2</sup> This is another footnote  
<sup>3</sup> This is yet another footnote

If you hover over a footnote mark, Word will display a tooltip of that footnote

**Endnotes:** Also Offer detailed explanations, references, or additional information at the end of the document. but they Appear after the main body of the document, typically in a separate section titled "Endnotes" or "Notes."

## **Visual Enhancements:**

To further illustrate the points, you can consider including screenshots or visuals demonstrating the following:



## **Page Numbers: Keeping Track of the Journey**

Ever embarked on a lengthy document only to lose your way in a labyrinth of pages? Page numbers come to the rescue, acting as your trusty map and compass, guiding readers through your written voyage. In this session, you explore the essential role of page numbers and unveil the magic of customizing them to enhance your documents.

- The Power of the Numbered Path:**

Imagine a sprawling research paper without page numbers – like navigating a forest with no signposts! Page numbers provide invaluable structure and organization, especially in longer documents. They:

- Easily navigate through chapters, sections, and key points.
- Enhance professionalism: Lend a polished look to reports, proposals, and academic works.
- Simplify referencing: Facilitate cross-referencing between sections and footnotes.

- Adding Page Numbers with a Click:**

Ready to unleash the power of numbers? Here's how:

- Navigate to the "Insert" tab on the ribbon.

- Click the "Page Number" button.
- Choose from a variety of pre-designed positions (top, bottom, margin sides) or customize your own placement.
- **Customizing Your Numbered Companion:**

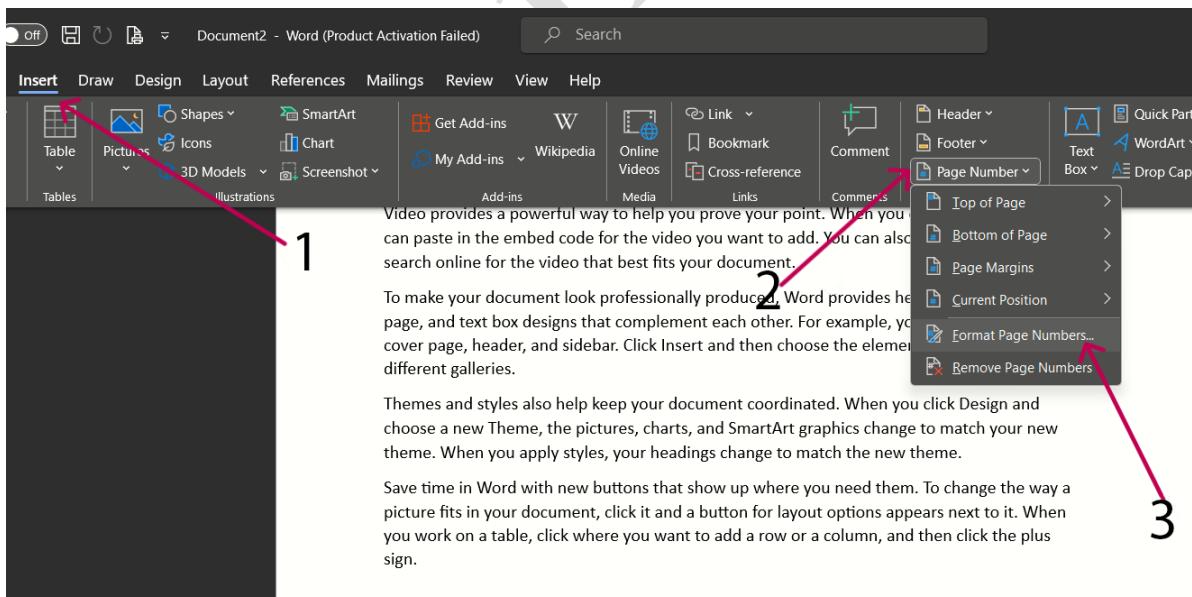
Don't settle for the ordinary! Make your page numbers shine with personalized touches:

- Fonts: opt for classic like Times New Roman for formal documents or modern like Calibri for informal projects.
- Alignment: Center for a formal touch, right-align for a traditional look, or left-align for a modern feel.
- Format options: Explore options like bold, italic, or even different numbering styles (Roman numerals, alphabetic, etc.)
- Automatic Numbering Modes:

Let technology be your guide! Choose from various automatic numbering options:

- Continuous: Numbers flow seamlessly throughout the entire document. (Ideal for reports or essays.)
- Restart per section: Reset numbering at the beginning of each chapter or section. (Perfect for long documents with distinct parts.)

### Visual Enhancements:



### Borders and Frames: Adding a Finishing Touch

Imagine a beautiful painting without a frame – incomplete, lost in the surrounding space. Borders and frames act as the artistic element in your document, adding a finishing touch that enhances visual appeal and separates content with flair. In this 15-minute session, you explore the magic of borders and frames, transforming your documents from functional to visually captivating.

### Framing the Narrative:

Think of borders as your document's artistic edge. They:

- Enhance visual appeal: Create a polished and professional look, attracting readers' attention.
- Separate content: Define sections, chapters, or key points, improving organization and readability.
- Set the tone: Choose from elegant, playful, or bold styles to match your document's content and purpose.

### A Palette of Border Styles:

Step beyond the plain black line! Let's explore a world of border possibilities:

- Classic styles: opt for subtle dashes, thin lines, or elegant double borders for a formal touch.
- Modern accents: Experiment with wavy lines, dotted patterns, or even decorative borders for a livelier feel.
- Creative flair: Get adventurous with thick lines, colorful shades, or custom-designed borders for a unique artistic touch.

### Colors that Complement:

Just like choosing the right paint for your walls, selecting the perfect border color is crucial. Consider:

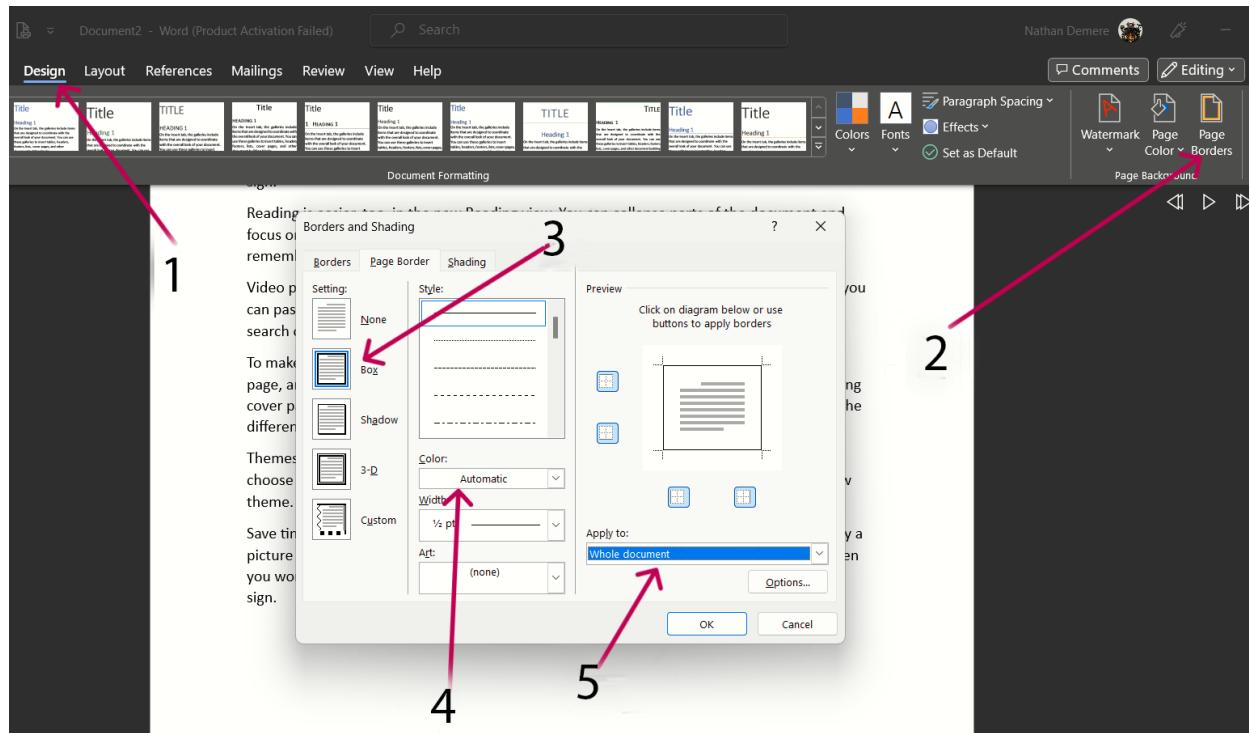
- Formal documents: Stick to neutral tones like black, gray, or navy for a professional look.
- Informal projects: Play with brighter colors like blue, green, or even pastels to match your content's tone.
- Content harmony: Choose colors that complement the overall theme or text within your document.

### Beyond the Page Margin:

Borders aren't limited to page edges! Apply them to sections, paragraphs, or even individual lines for:

- Emphasis: Highlight key points, quotes, or important information.
- Visual break: Separate different themes or ideas within your text.
- Creative design: Create captivating layouts and add a touch of artistic flair.

## Visual Enhancements:



## The Finder: Table of Contents

A Table of Contents (TOC) automatically compiles the headings and their corresponding page numbers within your Word document, creating effortless navigation for your readers. Let's learn how to harness this powerful organizational tool.

Imagine you received a large paper for a course. You urgently need to find a specific section on the document. Will you scroll through pages and pages, or would a Table of Contents help you jump directly to the relevant segment?

## Benefits of a Table of Contents:

- **Saves time:** Provides a quick overview of what's in your document and allows for quick navigation.
- **Improves organization:** Offers a hierarchical structure to your document, making it easier to understand.
- **Boosts professionalism:** A well-formatted table of contents indicates a polished and organized document.

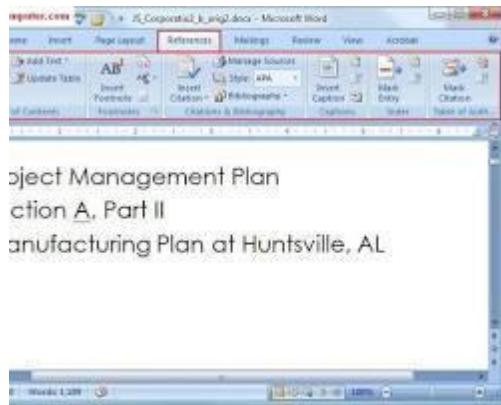
## Go through the following steps:

## Step 1: Position the Cursor

- Place your cursor where you want to insert the Table of Contents. Typically, this is at the beginning of your document, after a title page or cover page.

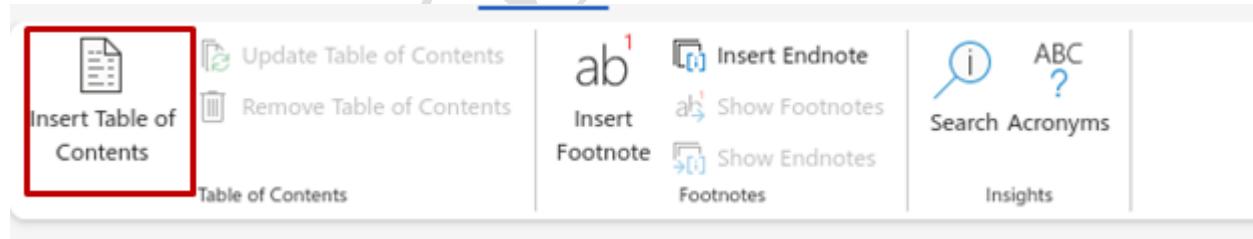
## Step 2: Navigate to the References Tab

- Go to the "References" tab in the top ribbon.



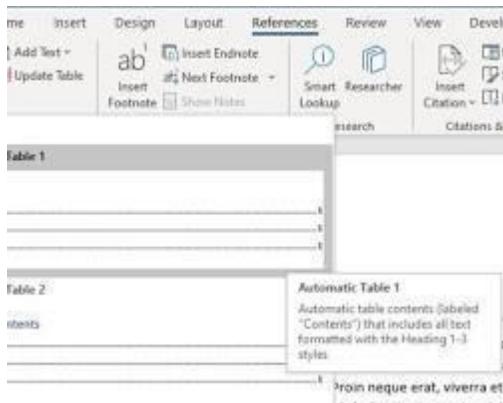
## Step 3: Access Table of Contents

- On the "References" tab, locate the "Table of Contents" group and click the "Table of Contents" button.
- A dropdown menu with automatic TOC styles will appear.



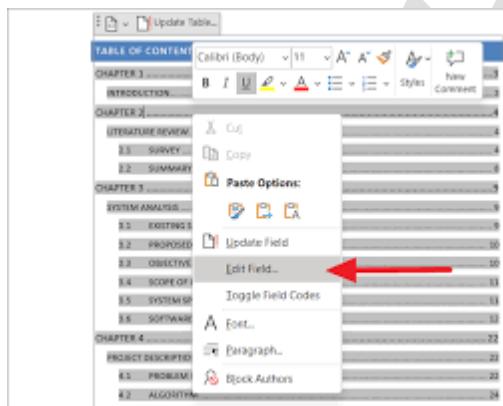
## Step 4: Select TOC Style

- Select the desired format from the dropdown menu (e.g., Automatic Table 1, Automatic Table 2). Word will generate your Table of Contents based on your headings.



## Step 5: Update Table of Contents

- If you make any changes to the headings in your document or add new sections, right-click on the Table of Contents and choose "Update Field." Then, select "Update entire table."



## Customizing Your Table of Contents

While Word provides automatic styles, you can also customize:

- Font and Color:** Change the text formatting of your headings and page numbers as desired.
- Show Levels:** From the "Table of Contents" dropdown, select "Custom Table of Contents" to adjust how many heading levels (e.g., only Heading 1 & Heading 2) are included.

## The Silent Mark: Watermarks for Subtle Presence

Imagine leaving your signature on a document, not with a flourish, but with a whisper. Watermarks do just that, adding a subtle presence that brands, protects, and informs – all without overpowering the text itself. In this 15-minute session, you explore the art of watermarks, unlocking their potential to enhance your documents without stealing the show.

### The Unsung Hero of Text:

Think of watermarks as the background singers of the document world. They:

- Brand your work: Discreetly display your logo, company name, or website, subtly promoting your brand.
- Identify drafts: Mark documents as "Draft" or "Confidential" to prevent confusion and unauthorized use.
- Add security layers: Faint logos or custom patterns act as visual deterrents against plagiarism or document forgery.

### **Unleashing the Watermark Wizard:**

Ready to add your invisible ink? Here's how:

- Navigate to the "Design" tab on the ribbon.
- Click the "Watermark" button.
- Choose from pre-designed text options like "Draft" or "Confidential" or click "Picture Watermark" to upload your own image.

### **Finding the Perfect Blend:**

Transparency is key! Watermarks should be noticeable yet unobtrusive. Experiment with:

Opacity: Adjust the slider to find the sweet spot, ensuring the watermark is visible without obscuring the main content.

Placement: Place your watermark strategically, avoiding areas with heavy text or important visuals.

Experiment with different corners, headers, or footers to find the ideal location.

### **Beyond the Basics:**

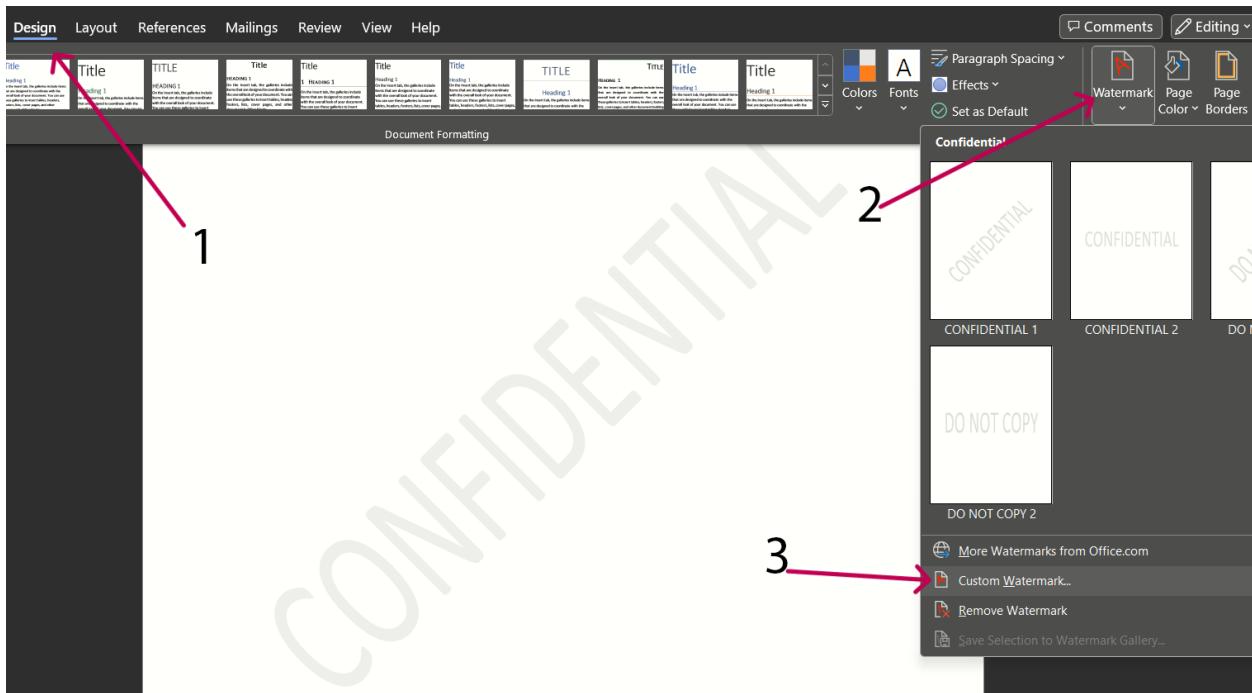
For extra layers of protection or branding flair, explore these options:

Custom text watermarks: Type your own unique message or company slogan for personalized branding.

Tile your watermark: Repeat your logo or pattern across the entire document for a subtle yet persistent brand presence.

Faint logos and patterns: For security purposes, use faint logos or custom patterns that are visible upon close inspection, deterring plagiarism or unauthorized editing.

### **Visual Enhancements:**



### Activity:

#### Table Refining for Beginners

#### Building Blocks

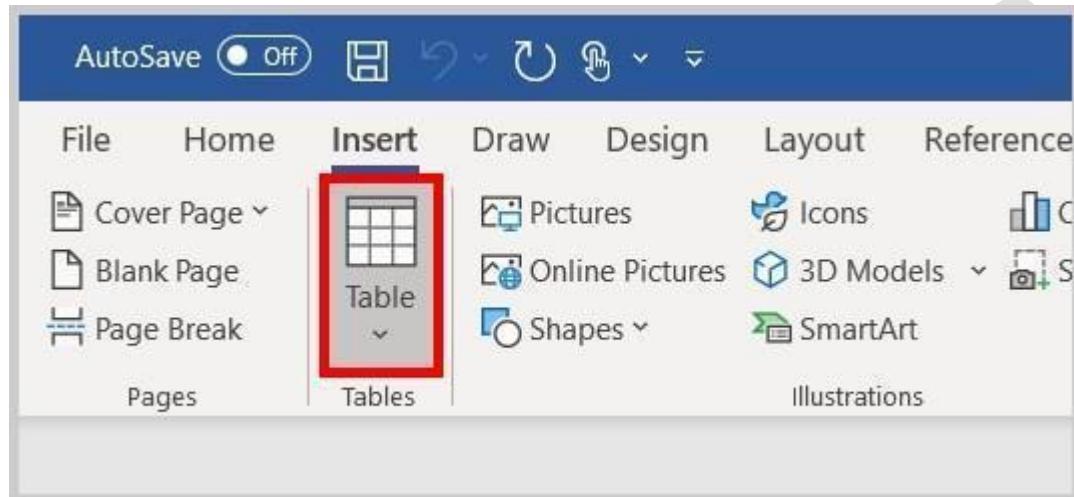
Table Treasures: See below some real-life examples of tables (restaurant menus, calendars).



Look at this delicious treasure map – the menu! Can you find your favorite pizza listed? Tables come in all shapes and sizes, but they all do one amazing thing: they organize information like yummy toppings on a pizza, making it easy to find what you need.

And the monthly planner? It's a table too, keeping track of important dates and deadlines. Tables don't just hold food or schedules, they hold all sorts of information, making it clear and neat like a well-built sandcastle.

**Bricks and Blocks:** Use a visual of a table to introduce rows and columns, the building blocks of every table.



This table is like a castle wall, built with special bricks called rows (horizontally) and columns (vertically). See how each cell, like a little castle window, holds a piece of information? Let's count the rows and columns! (Count them)

**N.B** Briefly recap the key elements and functions covered.

### 3.5. Printing a Document

In this session, you will explain the secrets to optimal printing, ensuring your documents emerge crisp, professional, and ready to impress. You dive deep into optimizing settings, exploring printing avenues, and uncovering the tricks to make every print a polished masterpiece.



**Activity:**

#### Printing Essentials

Factors for Quality Printing:

Ever printed something and felt like it fell short of your vision? Fear not, for understanding these key factors will transform you into a master printer!

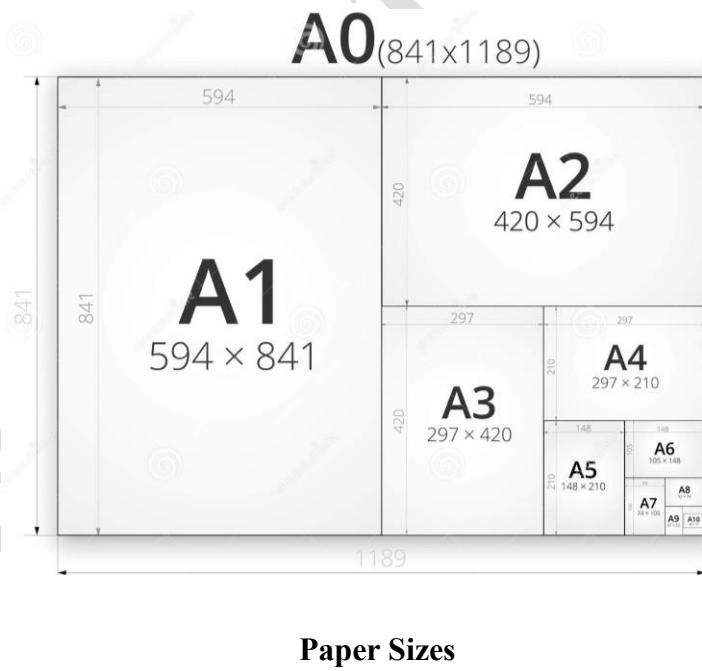
## 1. Paper Playground:

- Paper size sets the stage for your masterpiece. Choose wisely:
- Letter (US) vs. A4 (International): Familiar 8.5" x 11" Letter or the slightly larger A4 (8.27" x 11.69")? Consider document type and recipient preference.
- Beyond the Standard: Explore other sizes like legal for official documents or A5 for notebooks. Remember, printers have size limitations!

## 2. Margin Matters:

- Think of margins as the frame around your picture. Adjust them to:
- Balance the layout: Avoid text crammed against edges. Wide margins for formal documents, narrower for informal ones.
- Maximize print area: Need every inch? Tighten margins, keeping important content within printable boundaries.

Visual Examples:



## Printer Settings:

Now, let's tame the printer beast!

### 1. Accessing the Settings:

Windows: Find printers in the "Devices & Printers" section. Right-click your printer and select "Printing Preferences."

### 2. Setting the Stage:

Paper Size and Orientation: Match your paper size (Letter, A4, etc.) and choose portrait (vertical) or landscape (horizontal) printing.

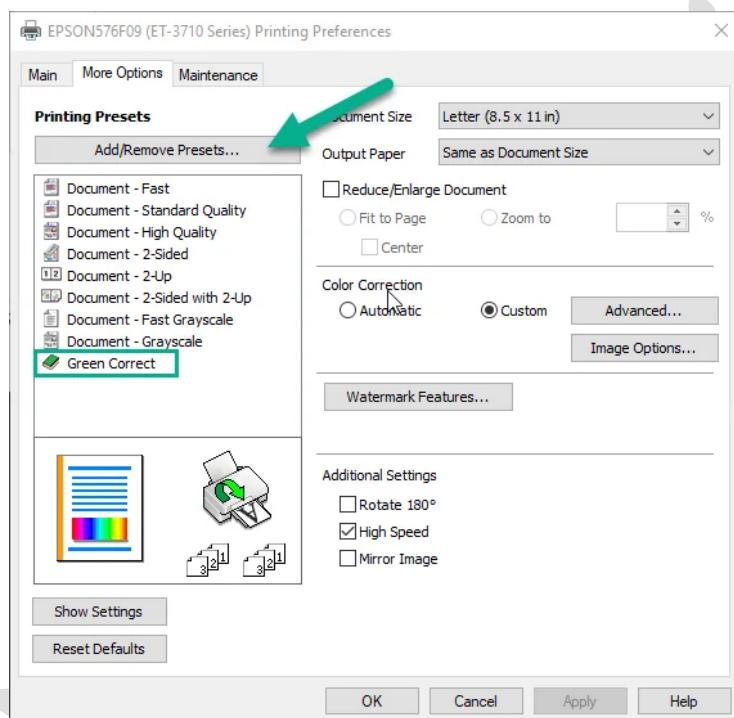
Duplex Printing: Save paper and trees by printing on both sides! Check if your printer supports duplex printing.

### 3. Troubleshooting Tips:

Paper Jams: Gently remove jammed paper, ensuring no stray bits remain. Consult your printer manual for specific instructions.

Ink Cartridge Errors: Low ink? Replace cartridges following manufacturer guidelines. Consider compatible cartridges for cost savings.

### Visual Examples:



### Activity:

#### Tailoring your Output

Have you ever written a brilliant report only to realize it looked out of place in a messy Word document? Fear not, document format warriors! This session will equip you with the knowledge to dress your documents for success, ensuring they shine in any situation.

#### Different Purposes, Different Formats:

Think of formats as outfits for your words. Just like you wouldn't wear pajamas to a job interview, each document type deserves the perfect attire:

- Reports: Formal and polished? PDFs reign supreme! They preserve formatting and are widely accepted for professional documents.
- Presentations: Captivate your audience! Slideshows in programs like PowerPoint let you tell your story with visuals and dynamic effects.
- Informal Notes: Need to jot down quick ideas? Digital memos are your friends, offering easy access and organization within your word processor.

### **Exporting Options:**

Now, let's learn to transform your documents into their perfect suits!

#### **1. Word Processing Power:**

Most word processors like Microsoft Word offer a variety of export options:

- Click "File" then "Save As."
- Choose your desired format from the "Save as type" dropdown menu. Popular options include PDF, Word Document, Rich Text Format (RTF), and more.
- Advanced settings may be available: For PDFs, adjust quality, security, and compatibility options.

#### **2. Beyond the Basics:**

Word processors aren't limited to document formats! Explore these additional options:

- Convert to Images: Capture your document layout as a static image (PNG, JPEG) for sharing or embedding.
- Extract Text: Need just the pure text content? This option removes formatting and leaves you with the raw words.

**N.B** Briefly recap the key elements and functions covered.



### **Module Generalization and Debrief**

#### **Module Generalization**

The Using Word Processing module provided a thorough overview of the essential tools and techniques necessary for proficient word processing. Key takeaways from the module include an in-depth understanding of the user interface, encompassing various elements such as menus, toolbars, and ribbons. You gained insights into formatting options, including font styles, sizes, colors, and

alignment. The module also delved into advanced features, such as styles, templates, and printing, equipping you with the ability to create professional-looking documents efficiently.

### Module Debrief

- ? What new learning points you acquired from this module?
- ? What meanings come to your mind regarding these new learning points?
- ? In what way will you utilize these learning points in your future life?

### 3.6. Module Project

After carefully reading the document “What is a computer system”, modify the document based on the instructions given below

#### *WHAT IS A COMPUTER SYSTEM*

*What is Computer : Computer is an electronic device that is designed to work with Information. The term computer is derived from the Latin term ‘computare’, this means to calculate or programmable machine. Computer cannot do anything without a Program. It represents the decimal numbers through a string of binary digits. The Word 'Computer' usually refers to the Center Processor Unit plus Internal memory.*

*Charles Babbage is called the "Grand Father" of the computer. The First mechanical computer designed by Charles Babbage was called Analytical Engine. It uses read-only memory in the form of punch cards.*

*Computer is an advanced electronic device that takes raw data as input from the user and processes these data under the control of set of instructions (called program) and gives the result (output) and saves output for the future use. It can process both numerical and non-numerical (arithmetic and logical) calculations.*

*The basic components of a modern digital computer are: Input Device, Output Device, Central Processor Unit (CPU), mass storage device and memory. A Typical modern computer uses LSI Chips.*

#### **Required:**

1. copy the above text in the box and paste it in a new word document and use it to answer the questions below.
2. Save the file in the desktop in a under the file name “MS WORD Project 1”
3. Put the word Charles Babbage in second paragraph to BOLD

4. Change the font size of the headline “WHAT IS A COMPUTER SYSTEM” to font size 31, font type “arial black”, underlined, line spacing 2.0. and font color of the headings to red
5. Align the headline “WHAT IS A COMPUTER SYSTEM” to the center
6. LIST any FIVE hardware parts of a computer system after the last paragraph. Insert numbering of your choice to “list of computer parts you have typed”
7. Spell check your document
8. INSERT page numbers at the center of your document
9. Insert a header bearing “your names”

Second draft

## Module 4: Processing with Microsoft Excel

Preparation	<input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	<p>In this module, you will:</p> <ul style="list-style-type: none"> <li>Describe the key components of the Excel interface and navigate worksheets and workbooks with ease.</li> <li>Master basic data entry and editing techniques, including data entry tricks, editing tools, and data cleaning methods.</li> <li>Develop essential formula and function skills to perform calculations, solve everyday spreadsheet problems, and analyze data effectively.</li> <li>Create simple and informative charts to visualize data, reveal trends, and communicate insights.</li> <li>Organize and manipulate rows and columns efficiently using techniques like adding, deleting, resizing, sorting, filtering, and cleaning data.</li> </ul>
Methods	Classroom instruction, small group discussions, demonstration, peer-supported lab work.
Purpose	Become an Excel friendly user by mastering its interface, data manipulation, formulas, charts, and data organization, transforming you from a basic user to a confident data wizard.
WIFM	<ul style="list-style-type: none"> <li>Get more work done in less time</li> <li>Make smarter decisions</li> <li>Communicate your ideas more effectively</li> </ul>
Module sections	<p>Navigating the Excel Landscape</p> <p>Structuring Data Effectively</p> <p>Data Manipulation</p> <p>Data Entry and Editing</p> <p>Formulas and Functions</p> <p>Data Visualization</p> <p>Printing and Sharing Your Work</p> <p>Module Generalization and Debrief</p> <p>Module Project</p>



## Introduction

Get ready to dive into the glorious world of spreadsheets! Forget those boring old ledgers and endless calculations. Here, you'll find amazing tools that make numbers come alive. It's like data can dance and sing to tell you all its secrets. Imagine a canvas, but instead of paint, you employ formulas and functions, sculpting information into charts, graphs, and insightful reports.

This training manual isn't just about mastering rows and columns. It's your gateway to a world of powerful analysis, efficient organization, and even playful creativity. Whether you're a budget-manager freelancer, a data-driven scientist, or simply someone who needs to tame the chaos of daily numbers, spreadsheets are your digital allies.

You unravel the mysteries of cell magic, where formulas become your loyal assistants, automating calculations, and revealing hidden patterns. You conquer the art of formatting, transforming raw data into captivating visuals that tell a thousand stories. And most importantly, you have fun! Spreadsheets, you see, are not just workhorses; they're playgrounds for experimentation, where you can craft innovative solutions and unleash your inner data wizard.

So, dust off your calculator (metaphorically speaking, of course!), open your mind, and prepare to be amazed by the possibilities that lie within the spreadsheet universe. This training manual will be your trusty guide, equipping you with the knowledge and skills to navigate this vibrant landscape and turn your numerical challenges into triumphs. Get ready, for the adventure awaits!

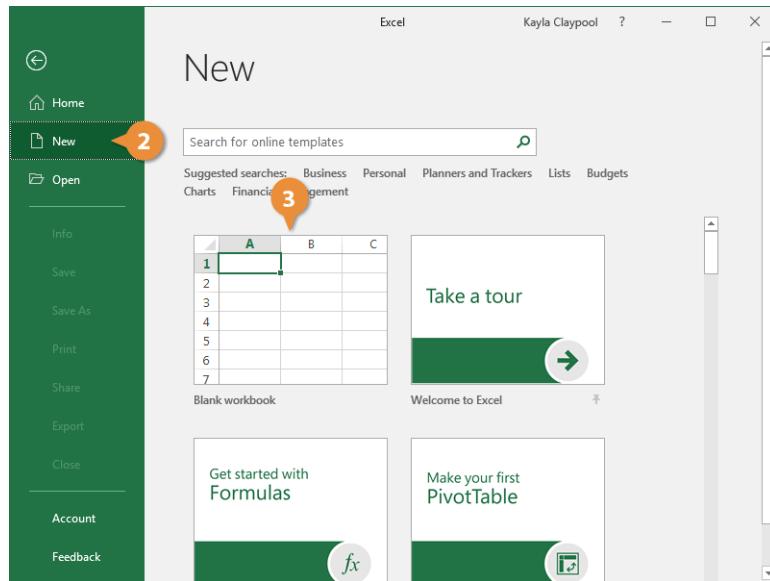
### 4.1. Navigating the Excel Landscape

In this session, you embark on a journey into the magnificent realm of spreadsheets, where numbers transform into vibrant dance floors and insights gleam like hidden treasures. Forget dusty ledgers and manual calculations - here, your digital canvas awaits, ready to be sculpted with formulas and functions, painted with charts and graphs, and shaped into powerful reports that tell captivating stories.

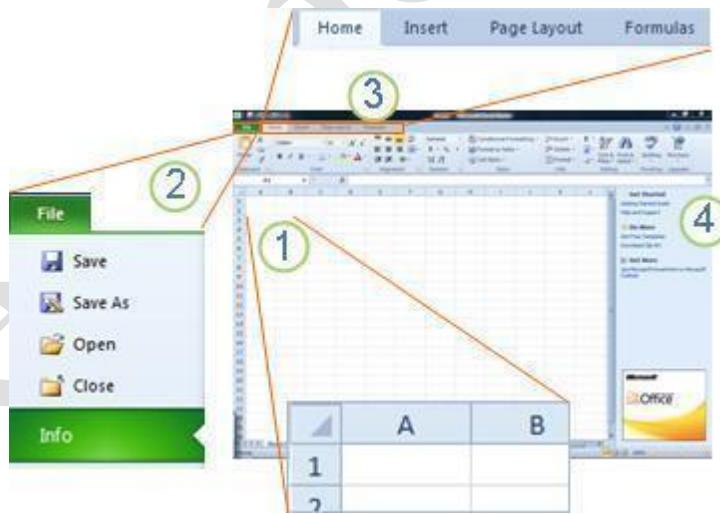
#### **Launch and Explore the Interface:**

**N.B:** Practice to open the spreadsheet software.

- Click on the Start menu and search for "Excel."
- Double-click the Excel icon to launch the program.
- A blank workbook will appear.



**N.B:** Observe and discuss the main elements of the interface:



- **Title bar:** Displays the workbook name and program version.
- **Ribbon:** Tabs housing contextual commands grouped by functionality (e.g., Home, Insert, Formula).
- **Quick Access Toolbar:** Customizable icons for frequently used actions.
- **Formula Bar:** Displays current cell data and allows entering formulas and functions.
- **Name Box:** Shows the reference of the currently selected cell.

- **Rows & Columns:** Grid structure where data is organized.
- **Cell Tabs:** Sheets within the workbook, identified by tabs at the bottom.
- **Scroll Bars:** Navigate horizontally and vertically through the sheet.
- **Status bar:** Displays information about the workbook and editing mode.



### **Key Points to Discuss:**

- Ribbon Navigation: See how tabs change contextual commands based on your task.
- Basic Editing: Practice entering and editing text and numbers in cells.
- Cell Selection: See how to click and drag to select multiple cells.
- Formula Bar Exploration: See how to enter simple formulas for basic calculations.
- Formatting Essentials: See changing font styles, borders, and cell color.
- Scrolling and Navigation: Practice keyboard shortcuts for faster movement.
- Status Bar Insights: See the information like sheet name and cell coordinates.

## **4.2. Structuring Data Effectively**

Think of a spreadsheet as a busy marketplace, with numbers and words as your goods. But without proper organization, things can get messy quickly! In this session, you become data organizers, learning how to arrange information into beautiful and efficient tables. You'll learn valuable skills like adding borders, shading cells, merging data, and using headers to transform your spreadsheets into clear and captivating information hubs.

### **Table Architects**

Imagine your spreadsheet as a vast canvas, but instead of paints, you use tables to tell your data stories. In this session, you become Table Architects, mastering the art of building, and beautifying your spreadsheets, transforming them from dry data dumps into visually engaging masterpieces.

### **Building Blocks:**

Before building our table cities, let's gather the basic materials:

- Rows: Think of them as horizontal streets, organizing your data from top to bottom.
- Columns: Imagine them as vertical avenues, holding specific categories of information for each row.

- Headers: These are the street signs labeling each column, telling us what type of information resides within.
- Cells: The apartments of our data city, where individual values or entries live.

Understanding these building blocks is the foundation for constructing clear and organized tables.

### **Border Buddies:**

Borders are the walls that define our tables, providing visual separation and organization. Let's see how to use them:

Select the cells you want to border.

- Go to the "Home" tab on the ribbon and click the "Borders" dropdown.
- Choose from a variety of styles and thicknesses to define the borders of your table and its internal sections.

### **Coloring Champions:**

Colors inject personality and highlight important information. Let's become palette masters:

- Select the cells you want to color.
- Click the "Fill Color" bucket on the "Home" tab.

Choose from a vibrant rainbow of colors or opt for subtle gradients and patterns to enhance data comprehension.

### **Merge Masters:**

Sometimes, two cells are better as one. Enter the realm of cell merging:

- Select the cells you want to merge.
- Right-click and choose "Merge Cells."

This creates a larger data container for longer text entries or combined values.

### **Formatting Fantastic**

Spreadsheets don't have to be plain and boring! In this session, you unleash our inner stylists and learn how to transform dry data into visually captivating masterpieces. Get ready to explore the wonderful world of fonts, formats, alignments, and conditional magic!

### **Font & Style Fun:**

Words deserve the right outfit! Let's see how fonts, bolding, and italics can emphasize key information:

- Use clear, readable fonts: Sans-serif like Arial for body text, serif like Garamond for titles.
- Bold important headings and data points to draw attention.
- Italicize specific terms or explanations for added flair.
- Remember, font choices and styles set the tone of your spreadsheet, so choose wisely!

### **Number Nerds:**

Numbers aren't one-size-fits-all! Explore different number formats:

- Currency: Add dollar signs, commas, and decimal places for financial data.
- Percentages: Show proportions clearly with the "%" symbol.
- Decimal Precision: Choose the right number of decimal places for accuracy and clarity.
- Formatting numbers ensures consistent presentation and avoids confusing interpretations.

### **Alignment Adventures:**

Align your data like a drill sergeant! Let's see how left, right, and center alignment can enhance visual appeal:

- Left-align text columns for a clean, modern look.
- Right-align numbers for easy comparison and decimal alignment.
- Center headings and titles for a formal and impactful presentation.
- Alignments create visual order and guide your audience's eyes through the data.

### **Wrap Words Wisely:**

No one likes overflowing text! Discover how to wrap words automatically:

- Right-click any cell and choose "Format Cells."
- Go to the "Alignment" tab and check the "Wrap Text" box.
- This keeps cell content visible and avoids messy overflows.

**N.B.** Recap the key points about basic table structuring and formatting.

## **4.3. Data Manipulation**

Feeling overwhelmed by a sprawling jungle of rows and columns? Fear not, data tamers! In this session, you learn the secrets of organizing and manipulating your spreadsheets, transforming chaotic data into neat and manageable landscapes. You learn how to add, delete, resize, and move rows and columns, sort, and filter information, and clean up messy data, making it easier to analyze and use.

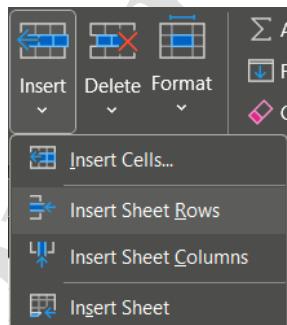
## Row & Column Rangers

Excel may seem like a blank canvas, but it's one where rows and columns become your musical notes, shaping the melody of your data. In this session, you explore the tools to masterfully arrange and organize your spreadsheet, transforming it from a chaotic jumble to a symphony of clarity and efficiency.

### Adding & Deleting:

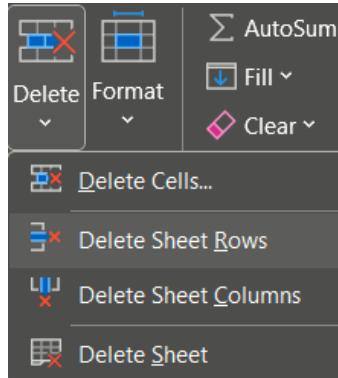
Need more space for data? Adding rows and columns is a breeze!

- Right-click on the row or column number where you want to add, then choose "Insert" and



select "Rows above" or "Columns before."

- To delete, right-click again and choose "Delete" for rows or "Delete Sheet Columns" for columns.



### Resizing Champions:

Don't let cramped data cramp your style! Adjust the width and height to perfection:

- Hover over the line between column names or row numbers. Your cursor will turn into a double-headed arrow. Drag it left or right to adjust column width, up or down for row height.
- Double-click the line for automatic resizing based on the longest entry in the column or row.

### **Moving Masters:**

Reorganize your data with the fluidity of a conductor:

- Click and hold the row or column header you want to move. Drag it to its new desired location, dropping it between existing rows or columns.

### **Freezing Fun:**

Keep key information on display like a spotlight on stage:

- Go to the "View" tab on the ribbon.
- Click "Freeze Panes" and choose "Top Row" or "First Column" to keep those rows or columns visible while you scroll down or right.

### **Hiding & Unhiding Secrets:**

Simplify your spreadsheet and reveal insights like a magician's grand finale:

- Select the rows or columns you want to hide.
- Right-click and choose "Hide."
- To unhide, go to the "Home" tab, click "Format," and then "Unhide Rows" or "Unhide Columns."

### **Sorting & Filtering Superheroes**

Imagine your spreadsheet as a vast library – data the books, rows the shelves, and columns the chapters. But finding the information you need amidst this towering knowledge can be daunting. Fear not, intrepid data detectives! We're here to unlock the secrets of sorting and filtering, transforming your spreadsheets into searchable treasure troves.

### **A to Z Adventures:**

Let's start with the basics: alphabetical and numerical sorting.

- Click the header of the column you want to sort. An arrow will appear.

- Click the arrow once to sort ascending, from A to Z or lowest to highest numbers.
- Click the arrow again to sort descending, from Z to A or highest to lowest numbers.

Voila! Your data marches into orderly lines, making it easier to find names, dates, or any other values at a glance.

### **Filter Fantastic:**

But what if you only need a specific slice of information? Enter the realm of filters!

- Click the drop-down arrow next to any column header.
- Choose "Filter" from the menu.
- Checkboxes will appear next to each value in the column. Select the ones you want to keep.
- Click "OK," and your spreadsheet transforms, showcasing only the data that meets your criteria.

Need to find all customers in California? Filter the city column. Want to see sales above \$1000? Filter the amount column. You're the Master of Data selection!

### **Group & Ungroup Power:**

Need to analyze data by categories? Enter the world of grouping!

- Select the rows or columns you want to group.
- Go to the "Data" tab on the ribbon.
- Click "Outline" and then "Group Rows" or "Group Columns." Your data shrinks into collapsible groups, making it easier to see overall trends and patterns.

Unleash the ungrouping power when you need the full view again. Remember, these tools are your partners in data exploration, helping you uncover hidden insights and navigate your spreadsheet with ease.

### **Data Cleaning Detectives**

We've learned to sort, filter, and uncover insights, but what about hidden messiness lurking within our spreadsheets? Fear not, intrepid data detectives! In this session, you equip you with powerful cleaning and refining tools to transform your spreadsheets from chaotic jumbles to sparkling examples of data hygiene.

### **Finding Duplicates:**

Duplicates are the opponent of accuracy! Let's hunt them down:

- Go to the "Home" tab on the ribbon.
- Click "Conditional Formatting" and then "Duplicate Values."
- Your spreadsheet highlights the pesky doppelgangers in vibrant colors. Now, you can easily delete them or consolidate their information.

### **Validation Warriors:**

Want to prevent typos and invalid entries before they infiltrate your data? Enter the arena of data validation!

- Select the cells you want to protect, go to the "Data" tab, and click "Data Validation." Set criteria like allowed data types, ranges, or custom formulas to ensure only valid information enters your fortress.

**N.B** Recap the key points about basic data manipulation and organization.

## **4.4. Refining Data Entry and Editing**

Ever felt overwhelmed by data in a spreadsheet? Don't worry, data heroes! In this session, you'll start Refining the information jungle, learning easy ways to put in numbers and words the right way. You also learn how to fix mistakes and keep things neat and tidy.

### **Data Entry Fun:**

### **Typing Time:**

### **Level Up Your Keys:**

- Warm-up Drills: Start with fun finger exercises like typing rows in alphabetical order or familiar phrases like "The quick brown fox jumps over the lazy dog."
- Game On! Engage with interactive typing games that showcase different key combinations and build speed.
- Keyboard Shortcuts: Practice basic shortcuts like:
  - **Ctrl + Right Arrow** to jump to the last cell in the row.
  - **Ctrl + Down Arrow** to jump to the last cell in the column.

- **Ctrl + C** to copy, then select the destination cell and press **Ctrl + V** to paste.

- **Ctrl + Z** to undo the last action, and press **Ctrl + Y** to redo an action.

Click on the row or column header (the numbered or lettered area) to select the entire row or column.

Select entire column in Excel								
1	A	B	C	D	E	F	G	H
2	Item	Jan	Feb	Mar	Apr	May		
3	Apples	\$374	\$397	\$460	\$481	\$435		
4	Banana	\$256	\$512	\$515	\$557	\$493		
5	Cherries	\$317	\$596	\$328	\$515	\$473		
6	Coconut	\$273	\$241	\$232	\$227	\$218		
7	Dates	\$255	\$307	\$561	\$280	\$523		
8	Pig	\$340	\$222	\$592	\$548	\$599		
9	Grapes	\$420	\$289	\$529	\$384	\$394		
10	Kiwi	\$328	\$336	\$230	\$387	\$215		
11	Lemon	\$317	\$262	\$491	\$434	\$465		
12	Lime	\$260	\$263	\$500	\$323	\$406		
13	Mango	\$525	\$553	\$568	\$499	\$566		
14	Melon	\$581	\$252	\$530	\$250	\$267		
15	Orange	\$414	\$224	\$361	\$525	\$513		
16	Papaya	\$205	\$359	\$254	\$407	\$547		
17	Peach	\$445	\$285	\$212				
18	Pear	\$258	\$220	\$372				
19	Plum	\$448	\$217	\$360	\$358	\$297		
20	Prunes	\$408	\$280	\$267	\$323	\$257		
21								
22								

Select whole row in Excel					
A	B	C	D	E	F
1	Item	Jan	Feb	Mar	
2	Apples	\$374	\$397	\$460	
3	Banana	\$256	\$512	\$515	
4	Cherries	\$317	\$596	\$328	
5	Coconut	\$273	\$241	\$232	
6	Dates	\$255	\$307	\$561	
7	Pig	\$340	\$222	\$592	
8	Grapes	\$420	\$289	\$529	
9	Kiwi	\$328	\$330	\$230	
10	Lemon	\$317	\$262	\$491	
11	Lime	\$260	\$263	\$500	
12	Mango	\$525	\$553	\$568	
13	Melon	\$581	\$252	\$530	
14	Orange	\$414	\$224	\$361	
15	Papaya	\$205	\$359	\$254	
16	Peach	\$445	\$285	\$212	
17	Pear	\$258	\$220	\$372	
18	Plum	\$448	\$217	\$360	
19	Prunes	\$408	\$280	\$267	
20					
21					

## Drag and Drop:

### Copy and Paste in a Flash:

- Visual Demonstration: Show how to select cells with the mouse, drag them to a new location, and drop them to copy or move data.
- Introduce shortcuts like **Ctrl+X** for cut and **Ctrl+V** for paste to enhance efficiency.

## **Practice Makes Perfect:**

Try to remember the shortcuts below as they are most frequent keyboard shortcuts you'll encounter.

CTRL + C
CTRL + Z
CTRL + X
CTRL + V

## **Number Nimbleness:**

### **Decimals Done Right:**

- Counting Cents: Practice typing whole numbers and using the decimal point key to accurately enter fractional amounts.
- Formatting Fun: Show how to use the "Number Format" options to automatically add currency symbols, commas for thousands, and other formatting features.

**Real-World Scenarios:** Practice exercises simulating calculations for shopping or budgeting to apply number skills in practical contexts.

### **Editing Explorers**

Learn how to erase things easily using the backspace or delete buttons.

- Find and Fix: Discover how to search for specific information and change it quickly.
- Sorting Surprise: See how spreadsheets can automatically arrange information in order, like names or numbers.
- Highlighting Heroes: Learn how to use colors to make important information stand out.
- Cleaning Champions: Discover tools to get rid of duplicate entries and keep your data tidy.



### **Application**

## Practice Makes Perfect



### Instructions:

perform the following tasks:

- Enter data into specific cells in the table.
  - Click on cell A3 and start typing your Name only.
- Edit existing data by overwriting or modifying it.

-Double-click on the cell to enter edit mode and make the necessary changes. (Like adding fathers Name)

- Copy data from one cell and paste it into another.
  - Select the cell with the data, press Ctrl + C to copy, then select the destination cell(A4) and press Ctrl + V to paste.
- Use the Fill Handle to quickly fill a series of cells with data.
  - Enter the starting value in a cell, click and drag the Fill Handle (**a small square in the bottom right corner of the cell**) to fill adjacent cells with a series of values.

## 4.5. Formulas and Functions

In this session, you'll unlock the secret chamber of formulas and functions, transforming your spreadsheets into powerful calculation engines. No more tedious manual arithmetic. with a few magical spells (called formulas and functions), you'll perform wonders with numbers, from simple sums to complex data analysis.

### Formula Fundamentals

Let's embark on a thrilling adventure into the magical world of spreadsheet formulas! In this session, you conquer basic spells, cast potent AutoSum enchantments, and unlock the secrets of naming for smooth formula mastery.

### Building Blocks:

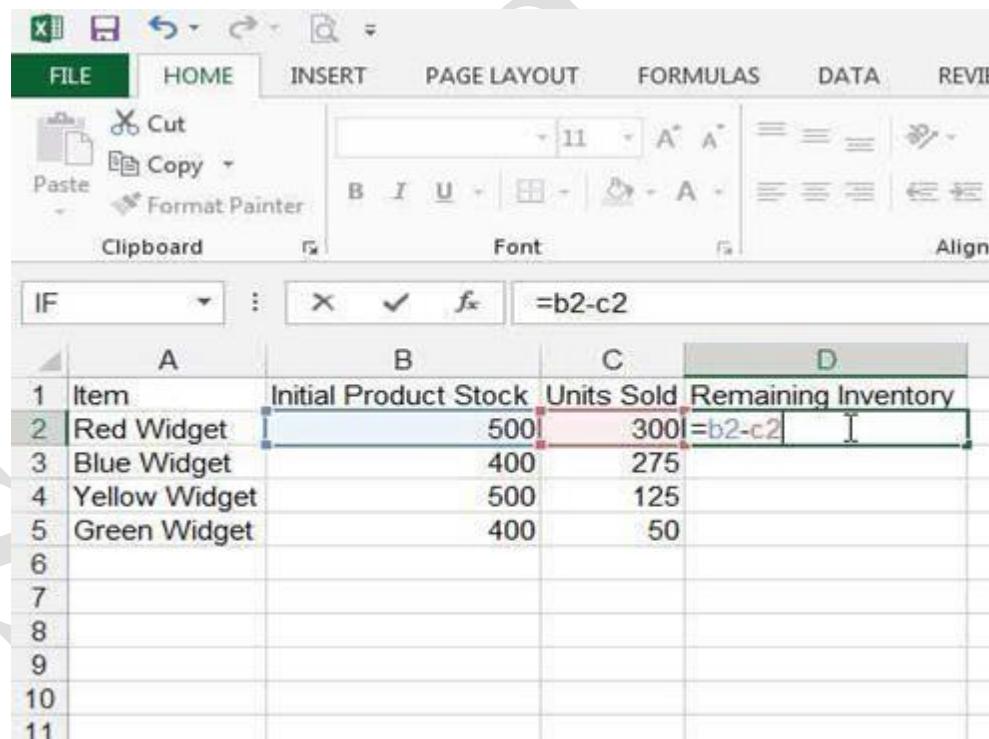
Before brewing powerful mixture, you need your magical ingredients. Formulas have three key elements:

- Cell References: Think of these as addresses like "C3" or "B7," telling the formula where to find the numbers it needs.
- Operators: These are our magic wands, like "+" for addition or "-" for subtraction, transforming numbers into desired results.
- Numbers: Our raw materials, the numbers we want to manipulate using our formulas.

### Simple Spells:

Ready to cast some basic spells? Let's learn formulas for:

- Addition: "B2 + C2" adds the values in cells B2 and C2.
- Subtraction: "B2 – C2" subtracts the value in C2 from the value in B2.
- Multiplication: "E1 \* 3" multiplies the value in E1 by 3.
- Division: "G6 / 2" divides the value in G6 by 2.



The screenshot shows a Microsoft Excel spreadsheet titled 'Untitled'. The ribbon at the top includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, and REVIEW. The HOME tab is selected. The formula bar shows the formula =b2-c2. The spreadsheet has four columns labeled A, B, C, and D. Column A contains item names: 'Red Widget', 'Blue Widget', 'Yellow Widget', and 'Green Widget'. Column B contains initial product stock values: 500, 400, 500, and 400 respectively. Column C contains units sold values: 300, 275, 125, and 50. Column D contains the remaining inventory, which is calculated using the formula =b2-c2. The formula is also displayed in the formula bar above the spreadsheet area.

	A	B	C	D
1	Item	Initial Product Stock	Units Sold	Remaining Inventory
2	Red Widget	500	300	=b2-c2
3	Blue Widget	400	275	
4	Yellow Widget	500	125	
5	Green Widget	400	50	
6				
7				
8				
9				
10				
11				

### Function Fantasy

In this session, you explore common function favorites, unlock their hidden powers, and build complex spells for ultimate spreadsheet mastery.

## Function Favorites:

**SUM:** The master of addition, effortlessly crunching numbers in any range you cast upon it.

- Create a formula to calculate the sum of a range of numbers.
  - Select the cell where you want the sum to appear, start typing the formula with an equal sign (=), and select the range of cells to sum (e.g., =SUM (A1:A5)).

**AVERAGE:** It finds the middle ground, calculating the average of your chosen cells.

- Create a formula to calculate the average of a range of numbers.
  - Select the cell where you want the average to appear, start typing the formula with an equal sign (=), and select the range of cells to average (e.g., =AVERAGE (B1:B10)).

**COUNT:** A counting champion, tallying numbers, text items, even blank cells in your spreadsheet domain.

- Select the cell where you want the result to appear, start typing the function name followed by an opening parenthesis, select the range of cells, or provide the necessary arguments, and close the parenthesis (e.g., =COUNT(A1:A10)).

**MAX:** The king of the hill, revealing the highest value in your chosen territory.

- Select the cell where you want the result to appear, start typing the function name followed by an opening parenthesis, select the range of cells, or provide the necessary arguments, and close the parenthesis (e.g., =MAX(A1:A10)).

These are just a few basic spells – a whole magical library awaits!

## Function Power:

But our functions aren't one-trick ponies! They can:

Calculate percentages: Use tricks like "=A1/B1\*100" to turn any number into a percentage.

With a little practice, you'll be casting spells to perform all sorts of data wizardry.

## Error Checkers:

But everyone makes mistakes. No worries, our spreadsheets have built-in error checkers. Look for the little red triangles – they point out any formula mishaps so you can fix them with a flick of your wand (mouse).

B6	:	=SUM(B2:B5)
A	B	
1	Item	Sales
2	Apples	\$750
3	Bananas	\$470
4	Grapes	\$590
5	Lemons	\$550
6	Total:	\$2,360

B6	:	=B2+B3+B4+B5
A	B	
1	Item	Sales
2	Apples	\$750
3	Bananas	\$470
4	Grapes	\$590
5	Lemons	\$550
6	Total:	\$2,360



### Application :

create formulas to solve specific tasks within a time limit.

scenario 1: Create a formula to calculate the remaining budget for each category.

Category	Budget	Actual Spending	Remaining Budget
Rent	1,500	\$1,450	
Groceries	\$500	\$480	
Utilities	\$200	\$180	
Entertainment	\$100	\$120	

scenario 2 : Create a formula to calculate total sales for each product.

Product	Unit Price	Quantity Sold	Total Sales
Laptop	\$1,000	15	
Monitor	\$200	20	
Keyboard	\$50	30	
Mouse	\$25	40	

**N.B** Recap the key formula and function concepts covered.

## 4.6. Data Visualization

Ever felt information overload staring at rows and columns of numbers? Don't worry, data detectives! In this session, you transform boring numbers into vibrant stories using the magic of charting. You learn how to make charts that paint pictures with data, revealing hidden patterns and making information jump off the screen.

### Charting Champions



**Question:** Why Charts? Explain the importance of visual storytelling and the power of charts to engage an audience.

Ready to transform your spreadsheets from dry data tables to captivating visual stories? Get ready because we're about to unlock the power of charts in Excel!

#### Step 1: Choosing the Right Chart for Your Data:

Every story deserves the perfect narrator, and every dataset the perfect chart. Here's how to match them up:

- Bar Charts: Ideal for comparing different categories of data. Think sales of different products or website traffic from various sources.
- Line Charts: Perfect for showcasing trends and changes over time. Imagine temperature changes throughout a year or stock prices over months.
- Pie Charts: Best for visualizing how different parts contribute to a whole. Think budget allocations or survey results with multiple options.

#### Step 2: Inserting Your Chart with a Click:

Now, let's bring your data to life!

1. Select the data you want to include in the chart. (Highlight the cells containing your numbers and labels.)
2. Go to the "Insert" tab on the ribbon.

3. Click the "Charts" button.
4. Choose the chart type that best suits your data from the available options.

### **Step 3: Chart Wizardry: Formatting for Impact:**

Don't settle for generic! Let's make your chart shine:

- Titles and Labels: Add clear titles and labels for your chart and axes to explain what the data represents.
- Legend: Use the legend to differentiate between different data sets in your chart.
- Gridlines and Colors: Choose gridlines and color schemes that enhance clarity and complement your document's style.
- Data Points: Highlight specific data points with markers or labels to draw attention to key insights.

### **Step 4: Telling Your Data Story:**

Your chart is no longer just numbers – it's a narrative! Use it to:

- Identify trends and patterns: Spot rising sales, changing customer preferences, or unexpected correlations.
- Compare and contrast: Visualize differences between product performance, region-based results, or market share shifts.
- Highlight exceptions: Draw attention to unusual data points or outliers that deserve further investigation.

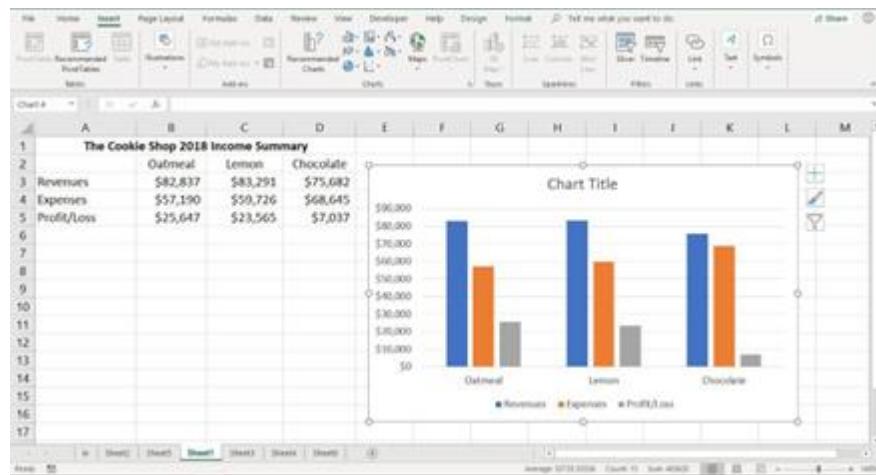
### **Data Detectives**

Charts may seem like silent graphs staring back at you, but within them lies a captivating story waiting to be told! In this session, you unlock the secrets of interpreting charts, transforming data into a captivating narrative.

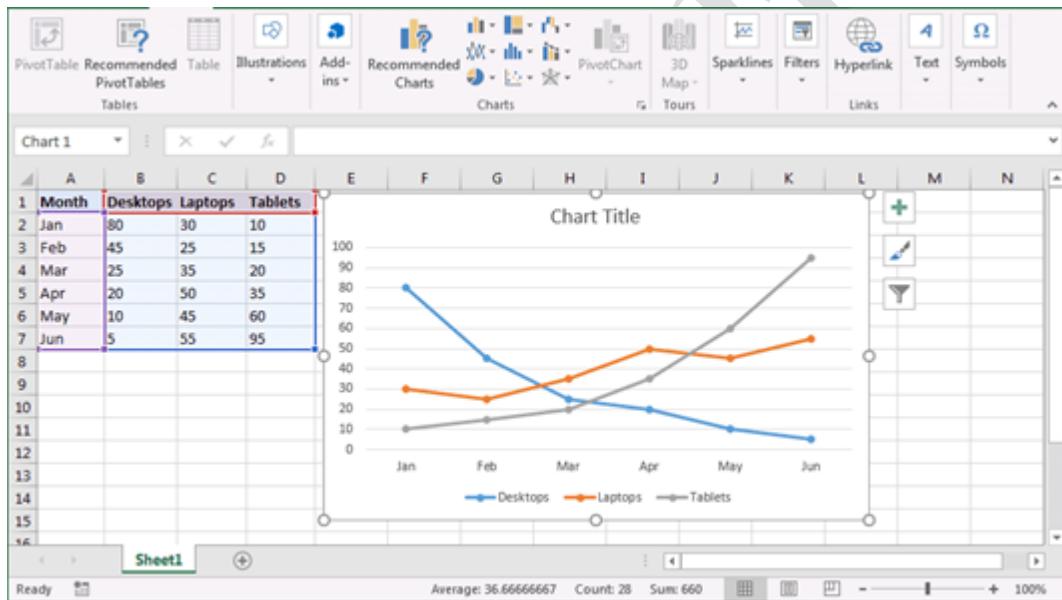
### **Reading the Story:**

Think of each chart as a unique language. Here's how to understand their vocabulary:

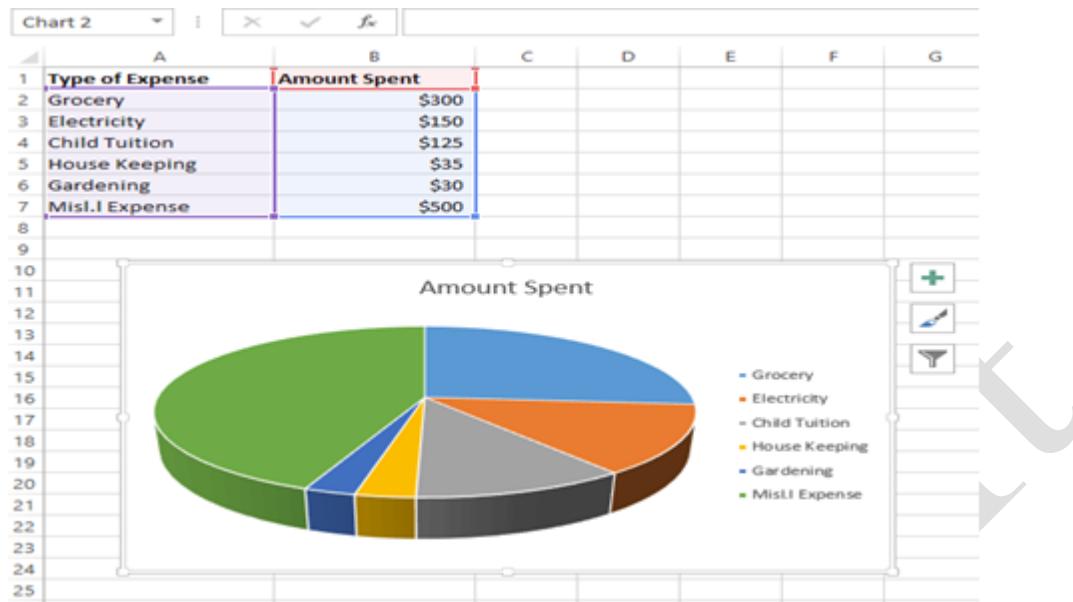
**Bar Charts:** Like stacks of blocks, these show comparisons between different categories. Taller bars mean higher values.



**Line Charts:** Imagine a winding path connecting points – these reveal trends and changes over time. The slopes tell us if values are increasing, decreasing, or staying stable.



**Pie Charts:** Think of a divided pizza – these show how different categories contribute to a whole. Bigger slices represent larger portions.



By understanding these basic types, you can start revealing the stories your charts tell.

### Spot the Trend:

Lines and slopes become our detective tools. Watch how:

- Steep upward slopes: Indicate rapid growth or increase.
- Gentle slopes: Signal slow or gradual change.
- Horizontal lines: Tell us values are staying roughly the same.

Learning to interpret these trends makes charts a powerful tool for understanding how data evolves over time.

### Comparison Magic:

Charts bring different sets of data together, like superheroes in a team-up. You can:

- Compare sales of different products: Bar charts side-by-side reveal which product wins the popularity contest.
- Track performance across regions: Line charts with multiple lines show how each region fares over time.
- Analyze budget allocations: Pie charts help visualize how different expense categories contribute to the whole budget.

By comparing data visually, we gain insights that numbers alone might hide.

### Highlighting Heroes:

Just like a good story needs emphasis, charts can use special elements to draw attention:

- Arrows: Point to specific data points or trends that deserve a closer look.
- Data labels: Add numbers directly to bars, lines, or pie slices for instant clarity.
- Colors: Use contrasting colors to differentiate between data sets or emphasize important trends.

These elements turn your charts from static pictures into dynamic storytellers, guiding your audience's attention to the most important pieces of the data.

**N.B** Recap the key points about basic charting and data visualization.

## 4.7. Printing and Sharing Your Work

You've poured your heart and data into your spreadsheet masterpiece. Now, it's time to share it with the world! In this session, you become data publishers, learning the secrets of printing, and sharing your spreadsheets with ease. You explore best practices for printing, discover online collaboration tools, and discuss file management tips to ensure your work reaches the right audience in the right format.

### Print Pioneers

The quest for data mastery wouldn't be complete without conquering the final frontier: printing your spreadsheets! Get ready to transform your digital masterpieces into tangible triumphs with this session on printing prowess.

#### Printer Preparation:

Before embarking on this papery adventure, let's connect and configure your trusty printer:

- **Check the connection:** Is it wireless, USB, or Ethernet? Ensure a secure connection to your computer.
- **Set default settings:** Choose your preferred paper size, orientation, and duplex printing (double-sided) for efficiency.

#### Page Layout Prophets:

Don't let margins rule your paper! Embrace the role of page layout prophet:

- **Adjust margins:** Optimize space by narrowing margins within the printer settings or your document itself.

- **Orientation mastery:** Landscape for wide tables, portrait for smaller data sets. Choose wisely for paper efficiency.
- **Scaling saviors:** Shrink large spreadsheets to fit a single page or enlarge specific sections for clearer viewing.

### **Preview Power:**

Avoid paper mishaps! Unleash the power of the print preview:

- **Visualize your masterpiece:** Check page breaks, header and footer placement, and overall layout before committing to paper.
- **Zoom in & out:** Ensure clarity of small text or charts before hitting the print button.
- **Preview adjustments:** Make last-minute tweaks to margins, scaling, or even data content based on the preview.

### **Header & Footer Heroes:**

Elevate your printed documents with the heroic duo of headers and footers:

- **Page numbers:** Keep your audience oriented with automatic page numbers in headers or footers.
- **Custom information:** Add titles, dates, or company logos for a professional touch.

**Positioning power:** Choose from top, bottom, or even side placement for optimal visual balance.

footers for professionalism, and leverage color strategically to enhance your data's impact.



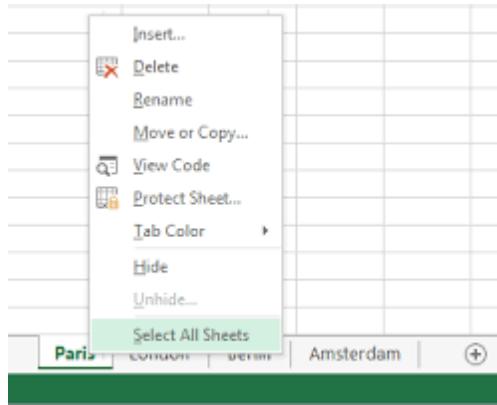
Find or make a sample sheet and challenge yourself to adjust page layout, headers, and formatting to optimize the printed version for clarity and information delivery.



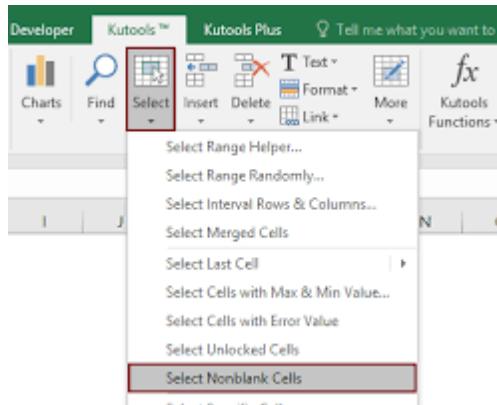
### **Instructions:**

**Select the area you want to print:**

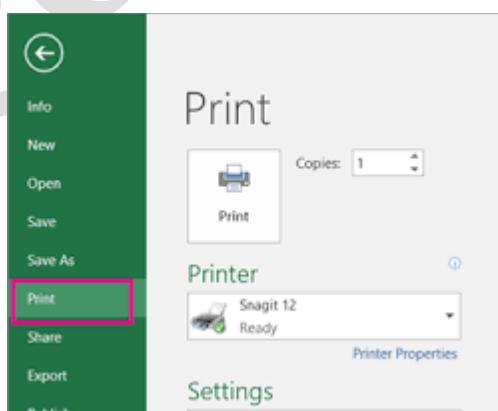
- **Entire worksheet:** No selection needed.



- **Specific cells:** Click and drag to select the desired range.

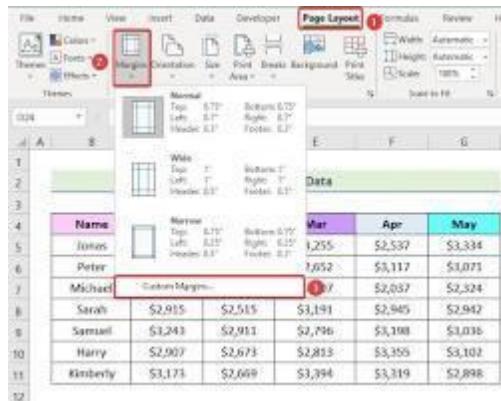


**Go to the "File" menu. Click on "Print" or press Ctrl+P. This opens the Print settings window.**

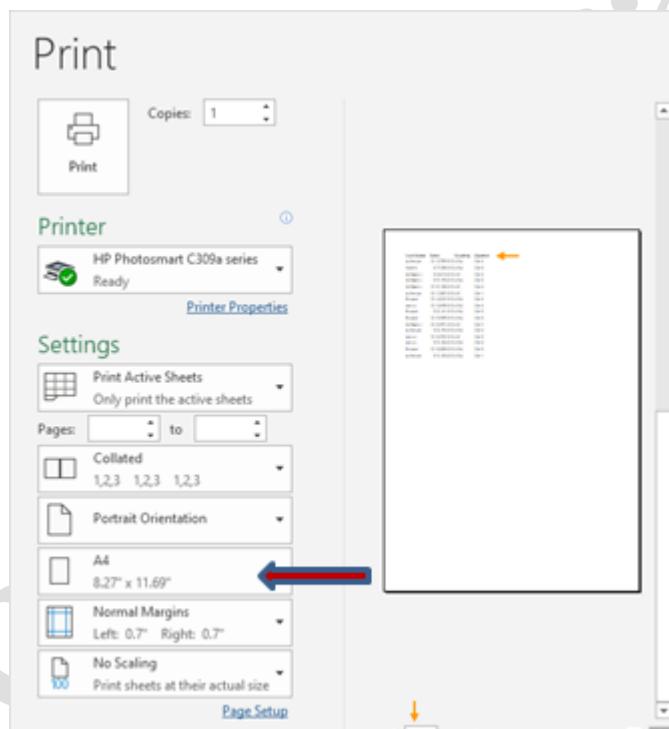


**Preview and adjust settings (optional):**

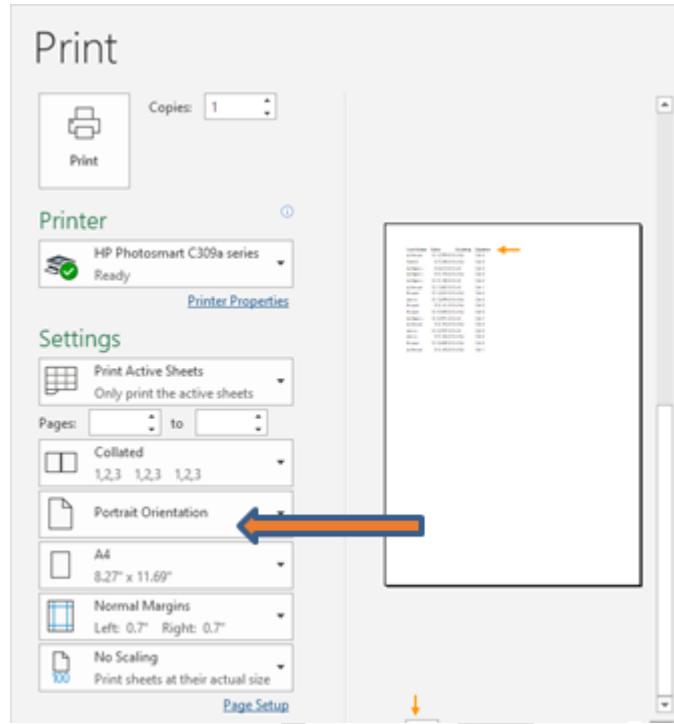
- **Preview pane:** Check the preview on the right to see what will be printed.



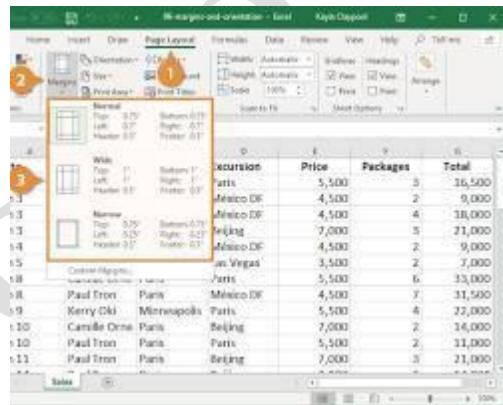
- **Paper size:** Choose the appropriate paper size from the dropdown menu.



- **Orientation:** Select portrait or landscape under "Orientation."

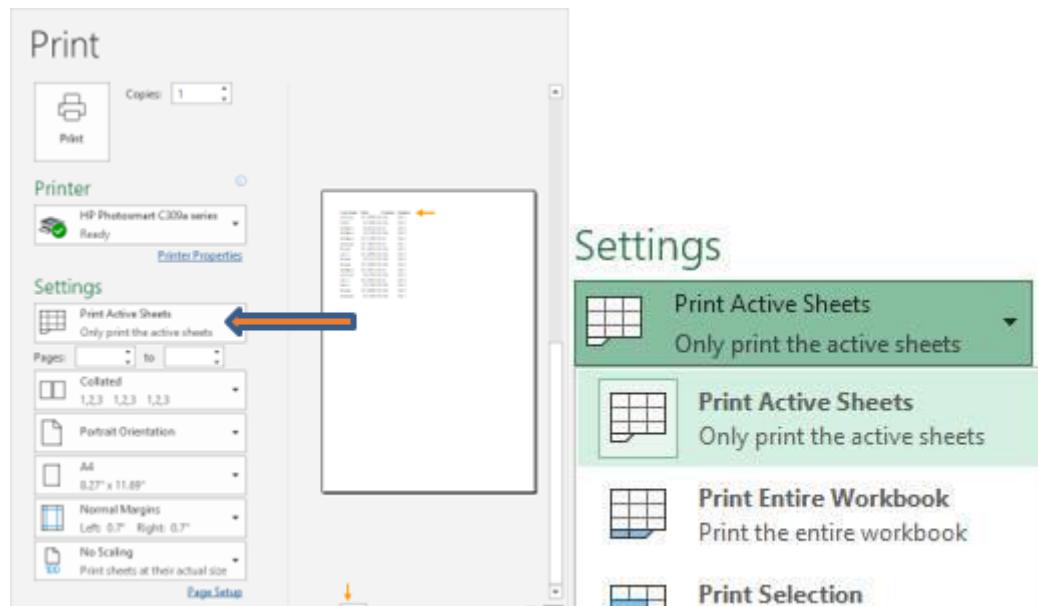


- **Margins:** Adjust margins by clicking the up/down arrows or entering values.



- **Print range:** Choose what you want to print under "Settings":
  - **All sheets:** Prints all worksheets.
  - **Active sheet:** Prints the currently selected sheet.

- **Selection:** Prints only the selected area.



- **Copies:** Enter the number of copies you want.  
Click "Print" to start printing.
- **Reminder:** practice and exploration are key to mastering these skills.



### Module Generalization and Debrief:

#### Module Generalization

The Processing with Microsoft Excel provided you a comprehensive introduction to the fundamental concepts and techniques of Excel, empowering participants to analyze, visualize, and manage data effectively. Key takeaways include:

- Understanding the Excel interface, including navigation, menus, and toolbars
- Utilizing basic formulas and functions for calculations and data manipulation
- Creating and formatting tables, charts, and graphs to present data visually
- Sorting, filtering, and manipulating data to extract meaningful insights
- Printing and sharing workbooks with others to facilitate teamwork

## **Module Debrief**

- ? What new learning points you acquired from this module?
- ? What meanings come to your mind regarding these new learning points?
- ? In what way will you utilize these learning points in your future life?

## **4.8. Module Project**

### **1. Basic Calculations**

- Open Microsoft Excel and create a new workbook.
- Enter the following data into cells A1 to C3:
  - A1: 10
  - B1: 20
  - C1: 30
  - A2: 40
  - B2: 50
  - C2: 60
  - A3: 70
  - B3: 80
  - C3: 90
- Use the SUM function to calculate the sum of the values in cells A1 to C3.
- Use the AVERAGE function to calculate the average of the values in cells A1 to C3.
- Use the MIN function to find the smallest value in cells A1 to C3.
- Use the MAX function to find the largest value in cells A1 to C3.

### **2. Formatting Cells**

- Select cells A1 to C3 and change the font to Arial, size 12.
- Select cells A1 to C3 and apply the bold font style.
- Select cells A1 to C3 and change the background color to yellow.
- Select cells A1 to C3 and apply the currency format.

### **3. Creating Charts**

- Select cells A1 to C3 and insert a bar chart.
- Change the chart title to "Sales by Region."
- Change the x-axis title to "Region."

- Change the y-axis title to "Sales."
- Add data labels to the chart.

#### 4. Using Formulas

- In cell D1, enter the formula "=A1+B1+C1."
- In cell D2, enter the formula "=AVERAGE(A1:C3)."
- In cell D3, enter the formula "=MIN(A1:C3)."
- In cell D4, enter the formula "=MAX(A1:C3)."

## Module 5: Getting Started with PowerPoint

Preparation	<p><input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.</p>
Learning Objectives	<p>In this module, you will:</p> <p>Transform from presentation novice to captivating storyteller by mastering PowerPoint's interface, crafting compelling narratives, designing impactful slides, and delivering with confidence.</p>
Methods	Classroom instruction, small group discussions, demonstration, peer-supported lab work.
Purpose	Equip you with the skills and techniques to create stunning presentations that engage, inform, and inspire your audience, leaving a lasting impact.
WIIFM	<ul style="list-style-type: none"><li>• Develop compelling presentation skills</li><li>• Enhance your professional impact</li><li>• Transform ordinary speeches into captivating experiences</li><li>• Achieve desired outcomes</li></ul>
Module sections	<p>Navigating the PowerPoint Playground</p> <p>Building Your Slide Show</p> <p>Enhancing with Multimedia</p> <p>Mastering Presentation Delivery</p> <p>Module Generalization and Debrief</p> <p>Module Project</p>



## Introduction

In this Module you will unleash your inner storyteller and create captivating presentations that engage and inspire! Get ready to master PowerPoint's essential tools and techniques to design slides, add multimedia elements, and deliver your message with impact. Whether you're new to presentations or just need a refresher, this module will equip you with the skills to confidently create presentations that stand out. Let's get started!

### 5.1. Navigating the PowerPoint Playground

Now, you'll explore into the captivating world of presentations, where your ideas blossom into vibrant stories told through text, images, and captivating visuals. Forget clunky overheads and monotonous talk shops - here, your imagination takes flight as you craft impactful presentations that inform, inspire, and captivate your audience.

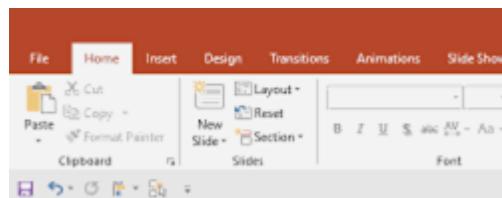
#### Launch and Explore the Interface

- Practice to open the presentation software.
- Click on the Start menu and search for "PowerPoint."
- Double-click the PowerPoint icon to launch the program.
- A blank presentation will appear.

Observe and discuss the main elements of the interface:

##### 1. Ribbon:

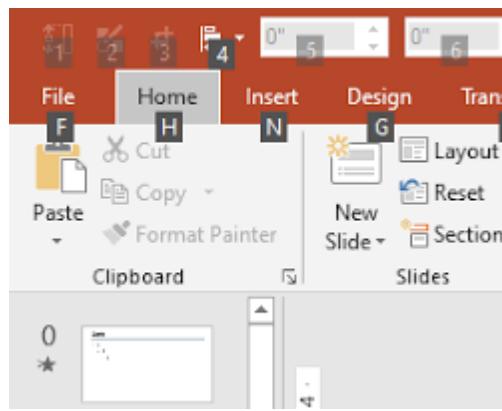
- **Location:** Topmost horizontal bar.
- **Function:** Provides access to all formatting and editing tools categorized into tabs.



##### 2. Quick Access Toolbar:

- **Location:** Leftmost section, above the ribbon.

- **Function:** Offers quick access to frequently used commands like saving, undo/redo, and presentations view options.



### 3. Slide Pane:

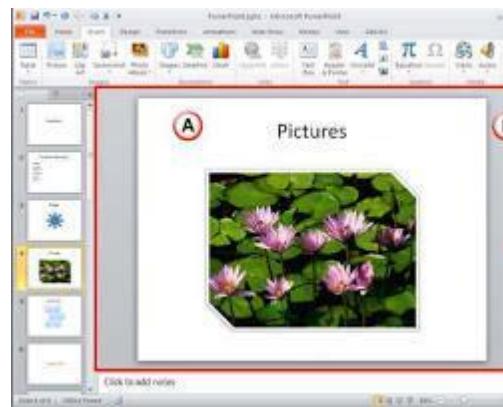
- **Location:** Left-hand side of the window.
- **Function:** Displays thumbnails of all slides in your presentation, allowing easy navigation and selection of slides for editing.



### 4. Slide Area:

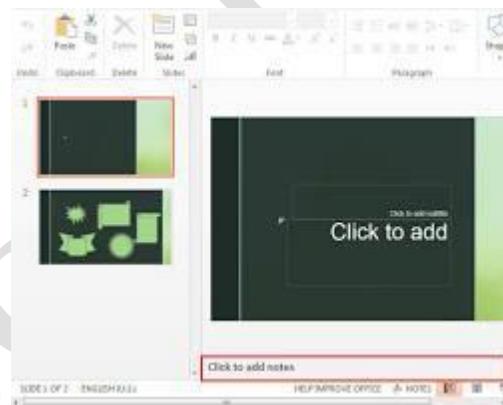
- **Location:** Centermost section of the window.

- **Function:** The main workspace where you create and edit your slides by adding elements like text, images, videos, and shapes.



## 5. Notes Pane:

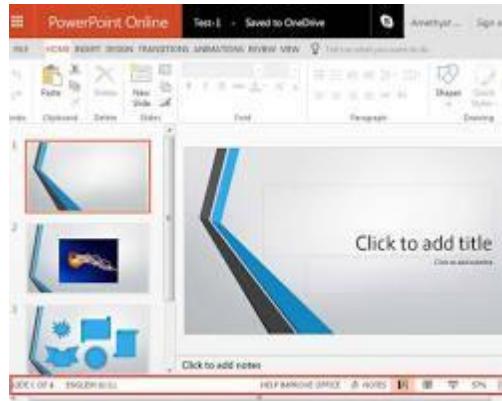
- **Location:** Below the slide area.
- **Function:** Allows you to add speaker notes, invisible on the slide but accessible during presentation mode, to support your delivery.



## 6. Status Bar:

- **Location:** Bottommost section of the window.

- **Function:** Displays helpful information like the current slide number, zoom level, and language settings.



### Key Points to Discuss

- Ribbon Navigation: See how tabs change contextual commands based on your task.
- Adding Slides: Practice creating new slides and rearranging the order.
- Entering and Formatting Text: Practice how to add text boxes, change font styles, and format paragraphs.
- Working with Images: Practice on inserting pictures, resizing, and moving them on slides.
- Basic Slide Design: See changing background colors, applying themes, and adding simple borders.
- Using Slide Layouts: See pre-designed layouts for different content types (e.g., title slide, text & image, bullet points).

**N.B** Briefly recap the key elements and functions covered.

## 5.2. Building Your Slide Show

In today's session, you transform your basic slides into captivating stories that resonate with your audience. You delve into the art of storytelling through visuals, explore a toolbox of engaging content types, and unleash your inner design guru to craft presentations that are both informative and visually stunning.

### Content Canvas: Essential design principles

Now, let's translate your storyboard into compelling visuals. Explore various slide layouts:

## **1. The Power of Visuals:**

Humans are visual creatures, processing information from images significantly faster than text. Incorporating **high-quality, relevant images** into your slides can:

- **Grab attention:** Visuals instantly draw viewers in, making your presentation more engaging from the start.
- **Enhance understanding:** Images can help illustrate complex concepts, simplify information, and leave a lasting impression.
- **Evoke emotions:** Visuals can tap into viewers' emotions and connect with them on a deeper level, making your message more persuasive.

## **2. Brevity is Key:**

Slides should be clear, concise, and **avoid information overload**. Focus on delivering the **core ideas** using:

- **Short, concise text:** Limit text on each slide to only essential information. Bulleted lists are recommended for quick readability.
- **Speaker notes:** Utilize the speaker notes section for detailed explanations and additional information, keeping slides clean and uncluttered.

## **3. Font Size Matters:**

The primary function of text is to be **easily read** by everyone in the audience. Here are some guidelines for **font size**:

- **Minimum size:** Use a minimum of 30pt for titles and 24pt for body text to ensure visibility from a distance.
- **Consistency is key:** Maintain consistency throughout your presentation by using no more than two or three fonts.

## **4. Animations: Purposeful and Sparing:**

Animations can be a valuable tool but use them **intentionally and sparingly** to avoid overwhelming the audience. Here are some tips:

- **Highlight key points:** Employ animations like subtle zooms or fades to **direct attention** to important information.
- **Simple is best:** Avoid distracting, flashy effects and stick to basic animations like appear or fade.
- **Less is more:** Use animations **minimally** and only when they truly enhance the message.

## 5. Transitions: Subtle Shifts:

Transitions connect your slides smoothly and maintain the **flow of your presentation**. Here's how to use them effectively:

- **Flow, not flourish:** Choose transitions that are **subtle and elegant**, maintaining a cohesive feel. Avoid jarring or distracting effects.
- **Consistency is key:** Use the same transition effect throughout your presentation for a polished and professional look.

### Remember:

- **White space:** Employ ample **space around elements** to prevent slides from looking crowded.
- **Contrast for readability:** Ensure sufficient **contrast between text and background** for optimal readability.

Feature	Bad Example	Good Example
Text amount	Excessive paragraphs and lengthy bullet points	Clear title, concise bullet points
Image quality	Small, blurry images	Large, high-quality image
Overall impression	Cluttered, overwhelming	Clear, concise, visually engaging

## Building Your Visual Toolbox

Beyond layouts, let's add visual flair to your slides:

**Graphics and Icons:** Utilize clipart, shapes, and icons to illustrate concepts and add visual interest.

**Color Palettes:** Choose cohesive color schemes that complement your content and brand identity.

**Font Choices:** Select fonts that are readable and consistent with your presentation's tone.

**Transitions and Animations:** Use subtle transitions and animations to guide the audience's focus without being distracting.



## Application

### **Practice Makes Perfect: Building Your Presentation**

It's time to put your learnings into action! Create your own multi-slide presentations based on your storyboards, incorporating diverse content types and visual design elements.

Briefly recap the key elements and functions covered.

## **5.3. Enhancing with Multimedia**

Presentation wizards! In this session, you take your presentations to the next level by harnessing the power of multimedia. From mesmerizing images to captivating videos and mood-setting audio, you explore how incorporating diverse elements can transform your slides into immersive experiences that hold your audience spellbound.

### **The Power of Visuals**

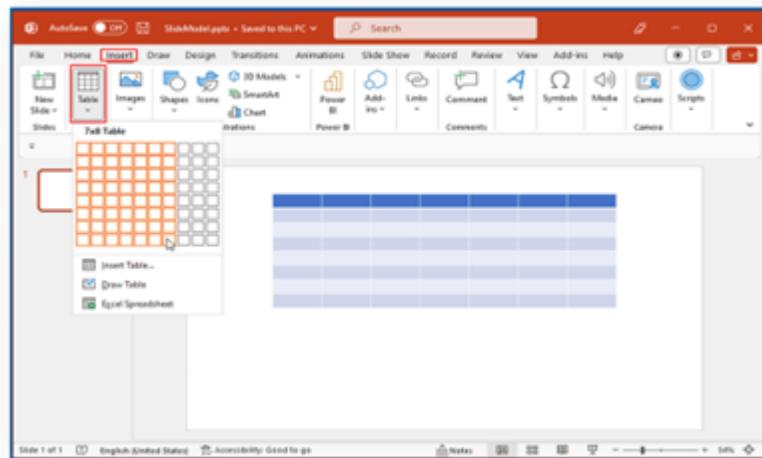
Beyond static images, let's explore engaging alternatives:

**High-Quality Photography:** Choose captivating photos relevant to your topic and resize them properly to maintain clarity.

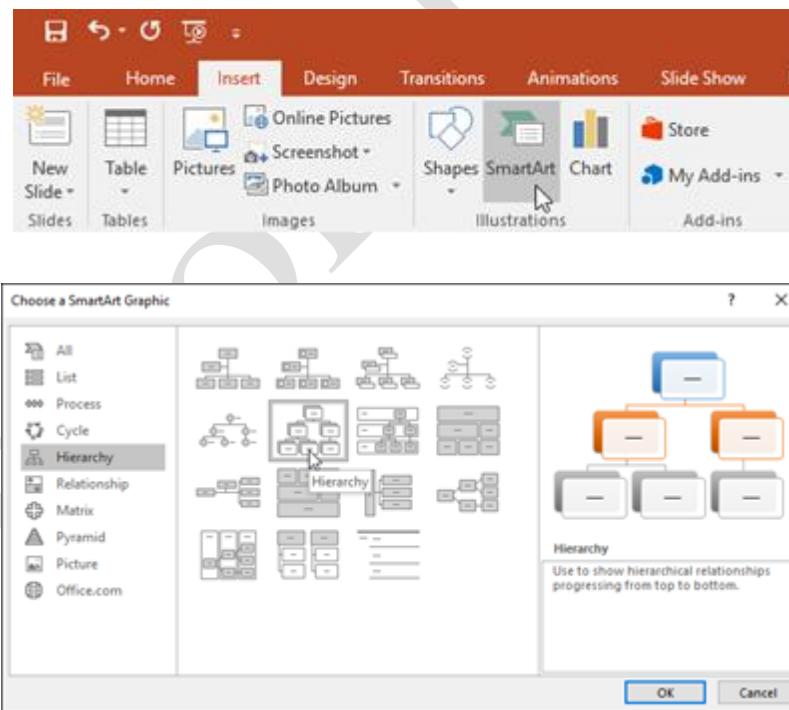
**Illustrations and Infographics:** Utilize visuals that simplify complex data and concepts, making them easily digestible for your audience.

- Explore [icon-icons.com](http://icon-icons.com), [Canva](https://www.canva.com) to showcase different icons they can find for free.

**Tables:** Organize and present **complex data** in a clear and concise manner. Compare and contrast information across different categories or variables and simplify large amounts of data and make them easier to understand for viewers.



**SmartArt:** To visually represent a **step-by-step process**, such as a workflow or flowchart helps showcase **relationships** between different entities, such as in an organization chart or a Venn diagram.



**GIFs and Memes:** Use humor strategically with short, relevant animated images to add a touch of lightheartedness (but avoid overuse).

### **Adding the Aural Element**

Let's incorporate sound to set the mood and enhance your message:

**Background Music:** Select instrumental music that subtly complements your presentation's tone and avoids clashing with your voice.

**Sound Effects:** Use short, relevant sound effects sparingly to emphasize key points or create humor.

**Voice Overs and Narration:** Consider pre-recorded audio narration for specific sections or impactful quotes.

### **Lights, Camera, Action! Integrating Video**

Videos can be powerful tools, but use them wisely:

**Short and Relevant Clips:** Keep video segments concise (ideally under 2 minutes) and directly related to your main points.

**High-Quality Videos:** Choose videos with clear audio and visuals to avoid pixelation or unprofessional appearance.

**Embedding and Playbacks:** Ensure smooth playback by pre-testing video integration and practicing transitions.



### **Application :**

### **Practice Makes Perfect:**

Now, it's time to put your learnings into action! incorporate chosen multimedia elements into your existing presentations, considering best practices for effective use.



### **Generalization and Reflect**

Briefly recap the key elements and functions covered.

## 5.4. Mastering Presentation Delivery

In this session, you embark on the final stage of your journey: transforming your slides into captivating performances. You unlock the secrets of confident delivery, harness the power of your voice and body language, and equip you with the tools to navigate Q&A sessions and audience engagement like a seasoned pro. Remember, your message is only as powerful as your delivery, so let's polish your skills and take your presentations to the next level!

### Conquering Nervousness

First, let's tackle the butterflies in your stomach! Discuss common presentation anxieties and share techniques for managing them:

**Deep Breathing Exercises:** Practice simple breathing techniques to calm your nerves and focus your mind.

**Positive Visualization:** Imagine yourself delivering a successful presentation with confidence and enthusiasm.

**Focus on Your Message:** Shift your focus from your own anxieties to the value you're providing your audience.

### Owning the Spotlight: Body Language Matters

Your body speaks volumes, so let's master the language of confident delivery:

**Posture and Presence:** Stand tall, maintain eye contact, and project confidence through your posture.

**Gestures and Movement:** Use natural gestures to emphasize key points but avoid excessive or distracting movement.

**Facial Expressions:** Smile, raise your eyebrows, and convey your passion through facial expressions.

### Finding Your Voice: Vocal Techniques for Impact

Your voice is your instrument, so let's learn to play it with clarity and precision:

**Volume and Projection:** Speak loud enough to be heard clearly throughout the room and vary your volume for emphasis.

Pace and Pauses: Avoid speaking too fast or slow and utilize strategic pauses for dramatic effect and audience comprehension.

Intonation and Variety: Inflect your voice to highlight key points, avoid monotony, and keep your audience engaged.

### **Prepare to handle questions with grace and expertise:**

Active Listening: Pay close attention to questions, rephrase them if needed, and ensure you understand them before responding.

Concise and Clear Answers: Avoid rambling or going off on tangents, answer questions directly and to the point.

Handling Tough Questions: Stay calm, acknowledge the question, and respond politely and professionally, even if you don't have all the answers.



## **Module Generalization and Debrief**

### **Module Generalization**

The Getting Started with PowerPoint module provided a solid foundation for creating effective presentations. By actively engaging in the module, you gained practical experience in creating and editing PowerPoint presentations. Key takeaways from the module include:

- Understanding the PowerPoint interface, including navigation, menus, and toolbars
- Creating and formatting slides, including adding text, images, and shapes
- Using templates and themes to enhance the visual appeal of presentations
- Applying transitions and animations to add visual interest and engagement
- Rehearsing and delivering presentations with confidence

### **Module Debrief**

- ? What new learning points you acquired from this module?
- ? What meanings come to your mind regarding these new learning points?
- ? In what way will you utilize these learning points in your future life?

## 5.5. Module Project

### Project Overview:

The goal of this project is to assess your basic understanding of Microsoft PowerPoint and your ability to create a professional presentation. You will be required to create a 10-slide presentation on a topic of your choice.

### Project Requirements:

1. **Slide 1:** Title slide with your name, the title of your presentation, and the date.
2. **Slide 2:** Table of contents with clickable links to each slide.
3. **Slides 3-7:** Content slides with text, images, and charts as appropriate.
4. **Slide 8:** Transition slide with an interesting visual element.
5. **Slide 9:** Contact information slide with your name, email address, and phone number.
6. **Slide 10:** Thank you slide with a closing statement.

## Module 6: Exploring the Wonderful World of Paint!

Preparation	<input type="checkbox"/> Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	In this module, you will: Exploring materials and tools, and experimenting with color and textures to create vibrant, expressive artwork.
Methods	Classroom instruction, small group discussions, demonstration, peer-supported lab work.
Purpose	fundamentals of painting, unlocking your creativity, and developing the skills to bring your artistic vision to life.
WIIFM	you will be able to Discover the joy of artistic expression.
Module sections	Meet your Canvas and Tools Let's Get Painting Erasing and Editing Module Generalization and Debrief Module Project



## Introduction

Get ready to unleash your inner creativity and dive into the magical world of Paint! This module is designed for complete beginners, so grab your digital brushes and let's explore the tools and techniques to turn your blank canvas into vibrant masterpieces.

### 6.1. Meet Your Canvas and Tools

In this session, you embark on a vibrant journey into the world of painting, where color becomes your language, and your imagination takes flight on a boundless canvas. Forget limitations – here, your creativity dances with pigments, textures, and strokes, leaving behind masterpieces that whisper your unique story. Let's explore the essentials, from your trusty canvas to the playful brushes, and unlock the magic that awaits!

#### Exploring Your Canvas

- **Canvas Types:** Introduce different canvas materials (linen, cotton, paper, wood) and their characteristics (texture, absorption, durability).
- **Canvas Sizes:** Discuss factors to consider when choosing a canvas size (subject matter, skill level, personal preference).
- **Preparing Your Canvas:** Demonstrate priming or guessing techniques for various surfaces to enhance paint adhesion.

#### Meet Your Toolbox

- **Brush Basics:** Show different brush types (flat, round, filbert, detail) and their uses for various techniques (blending, layering, fine lines).
- **Color Palette Companions:** Introduce palettes (ceramic, plastic, wooden) and discuss paint mixing basics (primary colors, secondary colors).
- **Beyond Brushes:** Explore additional tools like sponges, palette knives, stencils, and masking tape for creative effects.

#### Setting Up for Success

- **Workspace Essentials:** Discuss choosing a well-lit and comfortable workspace, organizing your materials, and protecting your surroundings.
- **Color Inspiration:** Gather reference materials like photographs, nature walks, or online inspiration boards.

- Safety First: Briefly touch upon basic safety guidelines for handling paints, brushes, and water.

**N.B.** Briefly recap the key takeaways about canvases, tools, and Module setup.

## **6.2. Let's Get Painting!**

In this sub-topic, you'll dive deeper into the vibrant world of paint, where your newfound understanding transforms into strokes of artistry. Brushes poised, palettes ready, let's unleash your inner maestro as we explore color alchemy, captivating textures, and playful techniques that bring your artistic vision to life!

### **Color Harmony Unraveled**

**Primary and Secondary Colors:** Recap the fundamentals of color mixing with primary and secondary colors.

**Warm and Cool Palettes:** Explore the emotional impact of warm and cool color combinations.

**Analogous and Complementary Colors:** Introduce harmonious arrangements using analogous (neighboring) and complementary (opposite) colors.

### **Brush Dance: Exploring Techniques**

**Layering and Blending:** Guide students through layering colors to create depth and blending for smooth transitions.

**Washing and Glazing:** Demonstrate applying thin washes of paint for transparency and subtle effects.

**Dry and Wet Brush Techniques:** Explore the different textures and marks achieved with dry brushstrokes and wet-on-wet blending.

### **Textural Adventures**

**Scumbling and Stippling:** get familiarize with techniques like scumbling (light tapping with a dry brush) and stippling (tiny dots of paint) for textured effects.

**Sponging and Stenciling:** Demonstrate using sponges and stencils to create interesting patterns and shapes.

**Masking and Scraping:** Explore masking techniques to preserve areas and scraping for revealing hidden layers.

### 6.3. Erasing and Editing

In this session, we delve into the realm of precision and refinement, where every eraser stroke and subtle tweak transforms your creations into polished masterpieces. You conquer the fear of mistakes, wield selection tools like skilled swordsmen, and embrace the power of non-destructive editing, leaving you confident and in control of your digital canvas.

#### **Eraser Symphony: Beyond the Backspace**

**Eraser Tool Variations:** Explore different eraser types (background, magic, brush) and their specific functionalities.

**Feathering and Hardness:** Adjust eraser brush settings like feathering for smooth transitions and hardness for precise lines.

**Content-Aware Fill:** Discover the magic of content-aware fill for seamlessly repairing unwanted elements.

#### **Selection Samurai: Mastering Your Tools**

**Lasso Tools:** Utilize lassos (freehand, polygonal, magnetic) for precise and intricate selections.

**Quick Selection and Color Range:** Explore faster selection methods for areas with similar color or brightness.

**Masking Magic:** Unlock the power of masks for non-destructive editing and isolation of specific areas.

#### **Editing with Technique**

**Layers and Layer Masks:** they are important for flexible and non-destructive editing.

**Adjustment Layers:** Introduce adjustment layers for non-destructive color correction, brightness/contrast control, and other effects.

**History Panel and Undo/Redo:** They are powerful functions for exploring edits without commitment.



## Module Generalization and Debrief

### Module Generalization

In this Module, you covered all the essential tools in MS Paint and how to set things up. You discussed different types of canvases, the basics of brushes, and other vital supplies. You explored the fascinating world of color harmony, brush techniques, and textures.

To foster your artistic pursuits with confidence, you had embarked on a journey focused on precision and refinement. The emphasis had been placed on enhancing your fundamental skills, learning erasure techniques, selection tools, and editing methods that preserved your work's integrity. This structured approach had provided a solid foundation, enabling you to create with greater finesse and confidence.

### Module Debrief

- ? What new learning points you acquired from this module?
- ? What meanings come to your mind regarding these new learning points?
- ? In what way will you utilize these learning points in your future life?

### 6.4. Module Project

Open MS Paint and choose and work on one of the following projects.

- **Create a simple landscape painting.** Use the brush tool to paint the sky, the ground, and some trees. You can also add some clouds or a sun.
- **Draw a cartoon character.** Use the shape tools to create the basic shapes of the character's body and face. Then, use the brush tool to add details like eyes, nose, and mouth.
- **Design a logo.** Use the text tool to create the name of your logo. Then, use the shape tools to add some simple shapes or symbols.
- **Edit a photo.** Use the selection tool to select the part of the photo you want to edit. Then, use the tools in the "Image" menu to adjust the brightness, contrast, or hue of the photo.
- **Create a greeting card.** Use the text tool to add a message to a blank canvas. Then, use the shape tools to add some decorations around the text.

## Part II: Information and Data Literacy

### Module 7: Fundamentals of Web browsing and Searching Technique

Preparation	<ul style="list-style-type: none"><li>• Read through the module and you are advised to work at task ahead of the session.</li></ul>
Learning Objectives	In this Module, you will: <ul style="list-style-type: none"><li>• Describe the use of browsers for accessing the internet.</li><li>• Explain how to take advantage of the different features of a browser.</li><li>• Identify search engines and relevant keywords</li></ul>
Methods	Classroom instruction, small groups discussions, demonstration, peer supported lab work.
Purpose	This Module exposes you to understanding of tools used for surfing the web smoothly.
WIIFM	Be able to: <ul style="list-style-type: none"><li>• Find information quickly</li><li>• Use search engines effectively</li><li>• Stay informed on the latest news and events</li></ul>
Module sections	Understanding web browsers Understanding Search Engines Module Generalization and Debrief Module Assessment



## Introduction

Throughout this Module, we will cover a range of topics designed to enhance your web browsing skills. We will start by familiarizing ourselves with the fundamental components of a web browser, understanding its features, and learning how to navigate through websites efficiently. We will delve into various web browsing tips and tricks, including tab management, bookmarking, and customization options, to streamline your browsing experience.

By the end of this Module, you will have gained a solid foundation in web browsing and searching techniques, enabling you to explore the internet with confidence and efficiency. These skills are not only valuable for personal use but also essential for professional endeavors, research, and staying informed.

### 7.1. Understanding Web Browsers

In this topic, we will embark on a hands-on journey to understand the essential components and features of web browsers. By actively exploring and interacting with a web browser, you will gain a solid foundation in understanding how it functions and how it enables us to access the vast expanse of the internet.

#### What is a Web Browser?

What are the different browsers that you are aware of like Chrome, Firefox, safari, and others? List down the mentioned browsers on a note book and going through each browser mentioned.



**Generalize:** A web browser is an application that can find and take you anywhere on the internet. It retrieves information from other parts of the web and displays it on your desktop or mobile device.

#### Key Components of a Web Browser

- Find and open a web browser on each computer
- Explore the user interface of the browser and briefly mention the main areas of a browser that are and explain their use by demonstrating:

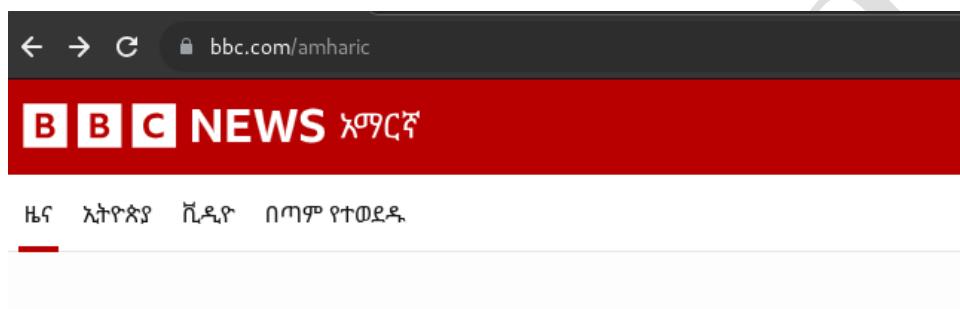
##### A. URLs and the address bar

Start by encouraging everyone to go to the address bar at the top Enter a website's address in the address bar and press Enter to visit it (<https://www.bbc.com/amharic>).



## B. Navigation

Go through the website and find links, click on them, and then navigate back to the main page using the **Back** and **Forward** buttons that allow you to move through websites you've **recently viewed**.



## C. Tabs

**Link in a new tab:** right- click the link and select Open link in new tab

**Blank Tabs:** Open a different tab and type in a different website's address in the address bar and press Enter to visit it.



## D. History

Close one of the tabs you opened. how would you find all the links you had visited?

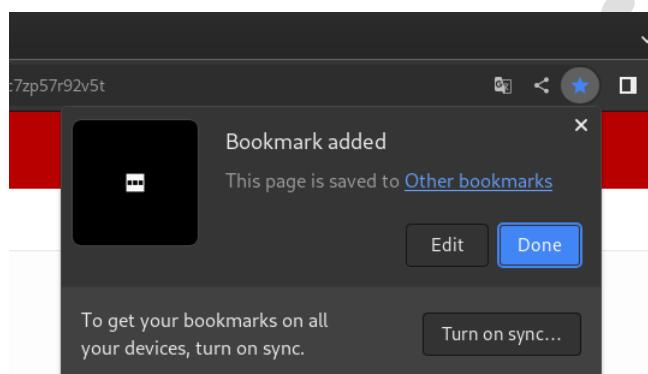


**Question:** do you know a way to make the browser not hold a history of addresses.

**N.B** Explore incognito mode in browser.

## A. Bookmarks/favorites

A great way to save and organize specific websites so you can revisit them again and again.



## B. Downloading files

find/prepare a download link that is safe and has a small enough size to not take too much time to download and conserve bandwidth.

Sometimes, links point to a file that can be downloaded, or saved, to the computer.

How to see the progress of the file download? (Vary depending on the browser settings and preferences. so, use reference to the current browsers used)

Where to find the file in the browser? (Vary depending on the browser settings and preferences. so, use reference to the current browsers used)

Where to find the file on the computer?

Open File Explorer by clicking on the folder icon on the taskbar or by pressing the Windows key + E.

In the left sidebar of File Explorer, you should see a shortcut named "Downloads." Click on it to open the folder.

## 7.2. Understanding Search Engines

A is an online tool or software program that allows users to search for information on the internet. It provides a way for individuals to find web pages, documents, images, videos, and other types of content that are relevant.

Discuss some of the most popular browsers include Google, Yahoo!, and Bing. And in what way are search engines different from browsers.

### Searching for Information

Now, we will explore the art of searching for information effectively on the web. With the vast amount of information available online, it's beneficial to develop the skills to find reliable and relevant sources. We will delve into using search engines efficiently, refining searches with appropriate keywords, identifying credible sources, and evaluating website content for accuracy, bias, and currency. Let's begin our journey of information discovery!

#### Refining your keywords

You can use some special characters to help refine search.

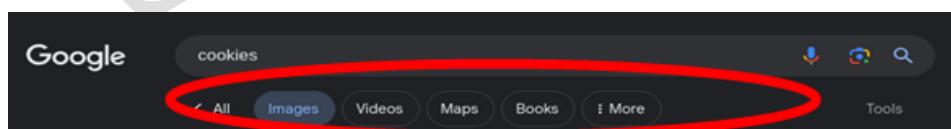
- A. Hyphen (-): is used to exclude a word like for the example cars that are not Toyota our search team could be “car -Toyota”
- B. Exact words (“”): used to look for exact matches like a search for “sugar free” cookies will be more accurate than if the quotes were removed as sugar free cookies.



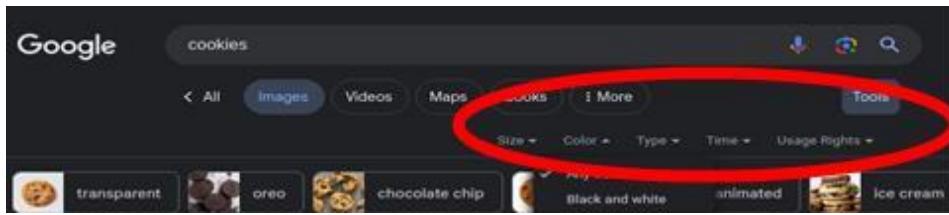
**Question:** What if you are only looking for photos or videos.



Discuss the tools section available for the selections like video and images.



Also discuss the tools section by giving an example of finding an image of a car that is silver.



## Module Generalization and Debrief

### Module Generalization Questions

- Describe your learning experience using web browsers in this Module and the past. What websites did you visit? What challenges did you face, if any?
- Reflect on the websites you visited during the hands-on activity. What information were you looking for? How easy was it to find?
- What key features did you observe in different web browsers during the training? How do they impact your browsing experience?
- What search strategies did you find most effective in locating relevant information? Why?

### Debrief

- What new skills and concepts did you learn in this Module?
- How will you apply these skills to stay informed about current events and developments in your field of interest?
- How can you leverage your web browsing and searching skills to collaborate effectively with others online?
- What resources would you recommend learning more about advanced web browsing and searching techniques?

## 7.3. Module Assessment

### Multiple Choice

1. What is the primary function of a web browser?
  - a. Sending and receiving emails
  - b. Playing music and videos

- c. Accessing and displaying websites
  - d. Creating and editing documents
2. Which of the following is NOT a popular web browser?
- a. Google Chrome
  - b. Mozilla Firefox
  - c. Microsoft Edge
  - d. Microsoft Word
3. What is the purpose of a search engine?
- a. To find specific information on the internet
  - b. To send and receive emails
  - c. To play online games
  - d. To create and edit documents
4. Which of the following is NOT a common search engine?
- a. Google
  - b. Bing
  - c. Yahoo
  - d. Microsoft Paint
5. What is the purpose of the back button in a web browser?
- a. To go to the next web page
  - b. To go to the previous web page
  - c. To refresh the current web page
  - d. To open a new tab
6. What is the purpose of the refresh button in a web browser?
- a. To go to the next web page
  - b. To go to the previous web page
  - c. To refresh the current web page
  - d. To open a new tab
7. What is the purpose of the stop button in a web browser?
- a. To stop loading the current web page
  - b. To go to the next web page
  - c. To go to the previous web page
  - d. To refresh the current web page

## Part III: Communication and Collaboration

### Module 8: Collaborating and Communicating in Digital Space

Preparation	Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	In this session, you will: create your own email by setting up own profile. start using your own email to exchange messages via common email platforms. can exchange messages and become visible digitally using professional networks
Methods	Classroom instruction, small groups discussions, demonstration, peer supported lab work.
Purpose	The objective of this module is to expose you to the understanding and skill of online digital visibility.
Wiifm	become digitally visible and interact with various professionals in an informed way than before.
Module sections	Ice Breaker Introduction to Online Collaboration My Understanding on What Online Collaboration Means Online collaboration Tools Working Together Interacting Digitally through Professional Platforms Understanding Email Functions as a post Office Generalization and debrief



## Introduction

Only relying on physical meetings and shared office/school spaces to work together is becoming outdated. Modern work flourish on **online collaboration**, a powerful ecosystem of tools and platforms that empower teams to achieve remarkable results, irrespective of their location. Online collaboration tools bridge distances and boost teamwork.

The tools break down barriers of communication through offering a multitude of benefits by availing opportunities of easy communication from instant messaging to video conferencing and to real-time conversations and seamless information exchange. The tools provide us opportunities to **enhance productivity** by reorganize workflows, track progress, and ensure everyone's on the same page to boost efficiency. Besides, it also contributes to build strong relationship through virtual team-building activities.

Thus, the activity of this module unlocks a world of possibilities, transforming the way you work and empowering you to achieve more, together.

So, let's dive in and explore the exciting world of online tools and techniques that will reshape your collaborative landscape!

### 8.1. My understanding on what online collaboration means.



## Brainstorming

List down the meanings that come to your mind when you hear about online collaboration?

**Online collaboration** refers to the process of working together on projects and tasks using internet-based tools and platforms. It eliminates the need for physical proximity, allowing teams and individuals to connect, communicate, and share information regardless of their location.



## Group discussion with presentation



Be in your group and discuss the questions below

- **What benefits can we get from using online collaboration tools?**
- **What challenges we may face in using online collaboration tools? And the solutions?**



## Participate in an interactive presentation

### Benefits of using online collaboration

- Enhanced communication: Real-time messaging, video conferencing, and collaborative document editing tools facilitate constant connection and information exchange.
- Increased productivity: of tasks being done through streamlines workflows, tracks progress, and improves task delegation, leading to faster completion and higher efficiency.
- Boosted creativity and innovation: through using online whiteboards, mind mapping tools, and brainstorming platforms and foster collaborative problem-solving.
- Promote inclusivity and diverse talents by improving accessibility and flexibility.
- Reduced costs: Cuts down on travel expenses and office space needs, leading to financial savings.
- Provide flexible work arrangements to improve participants well-being and satisfaction.

Overall, online collaboration empowers teams to break down geographical barriers, work more efficiently, and achieve remarkable results together, from anywhere in the world.

### Challenges:

- Isolation and Loneliness: Lack of physical interaction with colleagues can lead to feelings of isolation and loneliness.

- Communication and Collaboration Mishaps: Misunderstandings can arise in text-based communication, and virtual collaboration tools require adaptation.
- Distractions and Time Management: Working from home can bring distractions like household chores or family needs, making time management crucial.
- Maintaining Motivation and Focus: Staying motivated and avoiding procrastination can be difficult without the structure of a physical workplace.
- Building and Maintaining Team Cohesion: Fostering camaraderie and team spirit can be challenging in a virtual environment.

### Solutions:

- Schedule regular virtual meetings and social interactions. Encourage informal chats and video calls to build rapport and combat isolation.
- Utilize clear communication tools and practices. Over-communicate, use multiple channels, and actively listen to avoid misunderstandings.
- Create a dedicated workspace at home, minimize distractions, and set clear boundaries. Utilize time management tools and techniques.
- Set goals and track progress, reward yourself for accomplishments, and stay connected with colleagues for support and motivation.
- Organize virtual team-building activities and encourage collaborative projects. Celebrate successes and acknowledge individual contributions.

### Additional Tips:

- Establish clear expectations and guidelines for remote work.
- Invest in training and support for using online collaboration tools.
- Promote a culture of trust and open communication.
- Offer opportunities for regular feedback and performance reviews.
- Consider adopting hybrid work models for a balance between remote and in-person interaction.



**Generalization through answering key questions**

What major points of online collaboration you raised so far?

In one sentence can you explain the meaning of online collaboration?

How can you generalize the benefits and challenges of using online collaboration tools?

*N.B. By acknowledging these challenges and implementing effective solutions, users can harness the full potential of remote work, fostering successful collaboration and thriving in the virtual landscape.*

## **8.2. Online Collaboration Tools for Working Together**

### **Types of online collaboration tools**

In the vast world of digital connectivity, online communication and collaboration tools serve as your virtual assistants, making teamwork smoother and interactions more efficient.

There are various online collaboration tools. In this module we will focus on considering two categories: Text and/or graphic based online collaboration platforms, and Virtual meeting platforms.

#### **A) Text and/or graphic based online collaboration platforms**

These platforms are tools where you and your team can work on documents together, share ideas, and edit in real-time. Example Google Docs to collaborate with classmates on doing projects or other tasks

#### **B) Virtual meeting platforms.**

These platforms are mainly used to attend meetings/lecture online with tools like Zoom or Google Meet. It's like being in a room with others, but everyone can join from wherever they are.

Example: Join an online class or meeting and practice muting and unmuting.

These tools are your digital companions, helping you communicate effectively and collaborate seamlessly with others, whether it's for school, work, or personal projects. Dive in and discover the power of digital teamwork!

### **Utilizing Online Collaboration Platforms:**

Hello Digital Collaborators!

Ever wished for a magic wand that could turn teamwork into a seamless symphony? Well, meet your wand – it's the world of "Online Collaboration Platforms." Think of them as your virtual headquarters where ideas flow, documents dance, and projects take center stage. Get ready to explore the

enchanting realm where collaboration isn't just a task; it's an art. So, grab your keyboard and join the digital dance of teamwork!



NB. Demo videos: <https://www.youtube.com/watch?v=gdrxAoqfvbA&t=281s>

### Getting started with Google Drive

Hey there! Let's dive into the world of Google Drive, your very own digital treasure chest. Get ready for a fun and exciting tour of the basics of this platform:

#### Step 1: Enter the Digital Kingdom

- Envision Google Drive as your cloud castle. Log in with your Google account – the golden key to this mystical realm.

#### Step 2: Create Your Digital Chamber

- Click on "+ New," unveiling a magical menu. Choose "Folder" to forge your digital haven. Name it – perhaps "My Resume and Application Files."

#### Step 3: Summon the Word Wizard - Google Docs

- Click "+ New" again, opting for "Google Docs." It's like a magic quill and parchment! Create, edit, and collaborate with shared powers.

#### Step 4: Conquer with Google Sheets - The Spreadsheet Sorcerer

- Click "+ New" once more, selecting "Google Sheets." Now, you're the master of numbers and charts. Organize data like a true sorcerer!

### **Step 5: Craft Captivating Spells with Google Slides**

- Feeling creative? Hit "+ New," choose "Google Slides," and craft presentations that dazzle like magic shows! Add slides, images, and let your imagination run wild.

### **Step 6: Summon the Survey Enchanter - Google Forms**

- Need opinions? Click "+ New," choose "Google Forms," and craft surveys that gather insights like spells from a wand.

### **Step 7: Guard Your Treasures in Google Drive's Vault**

- Upload files to your Drive by dragging them into your chamber. Watch your digital treasures stay safe and accessible from anywhere.

### **Step 8: Share the Magic with Friends**

- Click on a file, hit "Share," type in your friend's email, and voila! You're sharing magic with a wave of your digital wand.

In Google Drive, you're not just storing files; you're wielding a powerful wand for creativity and collaboration. My Drive, Shared Drive, and the suite of Google apps, along with the magic of "New," are your tools to conquer digital challenges and weave spells of efficiency. May your files be organized, and your collaborations be enchanting!

### **On Hand Activity**

Imagine you're working on a group project with classmates using Google Docs:

#### **Google Docs (Collaborative Document):**

- Create a document outlining project ideas.
- Share the document with your group members.
- Each member contributes ideas in real-time.

## **Guidance for Users:**

- Click on "Share" in the top right corner.
- Enter the email address of your friend.
- Choose their permission level (e.g., "Can edit").
- Click "Send."

## **Questions for Reflection:**

- How did you find the collaboration experience using Google Docs?
- Did you encounter any challenges while sharing and collaborating?

## **Understanding Online Meeting Platforms:**

Online meeting platforms are the next best thing! "Understanding Online Meeting Platforms" is your backstage pass to a virtual world where distances dissolve, and meetings happen at the speed of clicks. Imagine a realm where collaboration transcends borders, and every screen is a portal to shared ideas. Get ready to unlock the mysteries of seamless virtual gatherings

Here, we are with two types of virtual meeting platforms. Zoom and Google Meet.

## **Hosting a Google Meet: A Creative and Quick Guide**

**Demo videos:**<https://www.youtube.com/watch?v=IUX-WQsbKfc>

### **1. Visit the Google Meet Empire:**

- Open your browser and visit [Google Meet](#).

### **2. Enter the Virtual Castle – Start a Meeting:**

- Click on "Start a meeting" to open the gates to your virtual castle.

### **3. Craft Your Meeting Kingdom:**

- Choose a creative and descriptive name for your meeting – something that sets the tone for your gathering.

### **4. Summon the Participants – Copy the Invite Link:**

- Click on "Copy joining info" to summon your friends. Share the link like a magical summoning spell.

### **5. Choose Your Castle's Look – Adjust Settings (Optional):**

- If you wish, customize your meeting castle by adjusting settings like video and audio before opening the gates.

#### **6. Open the Castle Gates – Join the Meeting:**

- Click on "Join now" to officially open the gates of your virtual castle.

#### **7. Guard the Castle – Admit Participants:**

- As participants arrive, guard the castle gates by admitting them. You hold the keys to the kingdom!

#### **8. Explore Together – Host Your Meeting:**

- Now, explore the virtual realm together. Share ideas, collaborate, and enjoy the magical atmosphere of your Google Meet.

### **Creating a Meeting via Calendar:**

#### **1. Visit the Calendar Citadel:**

- Open [Google Calendar](#) in your kingdom of tools.

#### **2. Choose Your Date and Time – Plan the Gathering:**

- Select the date and time for your magical meeting on the calendar canvas. Set the duration of your gathering.

#### **3. Summon Google Meet – Add Video Conferencing:**

- Click on "Add Google Meet" in the event creation window. This summonses the magical video conferencing powers.

#### **4. Craft Meeting Details – Name Your Gathering:**

- Add a creative name for your meeting in the event details. This name will be the beacon guiding participants to your virtual castle.

#### **5. Send Invitations – Share the Magical Scrolls:**

- Click on "Save" to create the event and then "Send" to share the magical scrolls (invitations) with your participants.

#### **6. Prepare the Kingdom – Adjust Settings (Optional):**

- If needed, click on the event in your calendar, then "Edit," and explore additional settings to prepare your virtual kingdom.

### **Pro Tips:**

- **Background Magic:**

- Set a creative background for your virtual castle. Click on the three dots (...) during the meeting, go to "Change background," and select a magical backdrop.
- **Enchanting Features:**
  - Explore the magical features within Google Meet, like screen sharing, chat, and reactions, to make your meeting truly enchanting.
- **Recording Spell (Optional):**
  - If you want to capture the magical moments, click on the three dots (...) and select "Record meeting." Remember to inform your participants.

With these creative steps, you're now the master of ceremonies in the enchanting realm of Google Meet, seamlessly weaving meetings into your Calendar Citadel. May your virtual gatherings be filled with productive discussions and magical collaboration!



#### **Questions for self-reflection:**

1. How did you find joining a virtual meeting using Zoom and Google Meet?
2. What features did you use to control your audio and video during the meetings?
3. Did you encounter any challenges, and how did you overcome them?

#### **Debrief question:**

- Share any insights gained or aha moments that occurred during the learning process.
- Reflect on how these topics have contributed to your overall digital literacy.
- Consider both successes and challenges you encountered during the module.

### **8.3. Interacting Digitally through Professional Platforms**

#### **Setting Up Profiles on Key Professional Platforms**

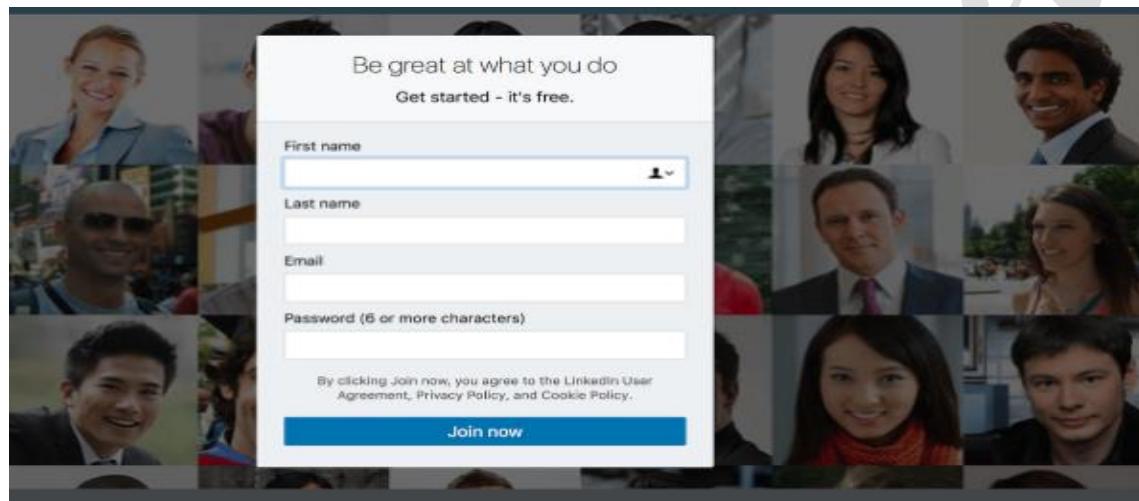
Your journey to professional prominence continues as we dive into "Setting Up Profiles on Key Professional Platforms." The common professional platforms include LinkedIn. Think of it as curating your own digital gallery where your skills, experiences, and aspirations take center stage.

Get ready as we explore LinkedIn platform to shape your virtual identity into a showcase of professional brilliance!

**Example:** LinkedIn profiles often contain a professional profile picture, a summary of skills and experiences, and details about education and previous roles.



: Create a profile on a professional network. Add a professional photo, write a brief summary, and list key skills or experiences.



### Creating Your LinkedIn Adventure: A Simple Guide

#### Step 1: Visit LinkedIn

- Go to [LinkedIn](#) using your internet browser.

#### Step 2: Sign Up

- Click on "Join now" on LinkedIn's main page.

#### Step 3: Fill in Your Details

- Enter your email and create a password. Press "Agree & Join" after checking LinkedIn's terms.

#### Step 4: Profile Setup

- Add your first and last name, then click "Next."

#### Step 5: Job Details

- Put in your current job title and company. Click "Next."

#### Step 6: Profile Photo

- Add a nice picture of yourself to make your profile friendly.

#### Step 7: Connect with Contacts

- LinkedIn will suggest people to connect with based on your email. Connect with those you know.

#### Step 8: Customize Your Profile

- Share your school, skills, and a catchy headline.

#### Step 9: Write a Summary

- Write a short paragraph about yourself to show your interests.

#### Step 10: Explore and Network

- Connect with people, join groups, and follow companies you like.

### Optimizing Profiles with Clear Bios and Headlines

It's time to unravel the secrets of "Optimizing Profiles with Clear Bios and Headlines." Imagine your bio and headline as the captivating prologue to your digital story, inviting others into your professional narrative. Let's infuse clarity and allure into every word, ensuring your online presence speaks volumes. Get ready to shape an irresistible introduction to your virtual world!

**Example:** A concise and impactful headline might include your job title and expertise, while the bio can summarize your professional journey and aspirations.

**APPLY**

 : Craft a compelling headline and bio for your professional profile. Ensure it reflects your skills, experiences, and aspirations clearly.

**DEBRIEF**

- What key insights have you gained about the importance of maintaining a professional online presence?
- Share one key element you've incorporated into your email signature to enhance its professionalism.
- How do you plan to maintain consistency across different online platforms in your professional profile?
- What tips did you find most helpful in crafting a professional LinkedIn profile?
- What did you learn the most from all topics in this module?

#### **8.4. Understanding Email's Function as Post Office**

Let's discuss the pre-digital experience of people and organizations in exchanging messages like texts, pictures, documents, and the likes.

Who as institution facilitate the exchange of messages like stated above?

*Postal service organization usually called as Post Office.*

How do you send your message?

*Write a letter and insert it in an envelope to drop in the already prepared envelope collecting box.*

How do you receive the message?

*By opening my POB using my own key or via someone or organization that have POB.*

What is Post Office Box (POB)?

*a small, locked compartment, usually in a post office, into which the mail of a box renter is put to be called for. Abbreviation: POB, P.O.B.*

How is Post Office Box (POB) opened? Explain the details.

*By fulfilling the requirement and get permission from the office which is affected by getting POB number and key to open and shut it. The requirements might include name, phone number, Kebele ID, age proof, address proof etc.*

Email is a shortened name of electronic mail. It is a communication method that uses electronic devices (computers and/or smart phones) to deliver messages across computer/electronic device networks. "Email" refers to both the delivery system and individual messages that are sent and received.

Email became available for widespread public use with the development of email client software (e.g., Outlook) and web browsers, the latter of which enables users to send and receive messages over the Internet using web-based email clients (e.g., Gmail). These days, email is one of the most popular methods of digital communication.



8888 Interactive Presentation with Hands on activity

**Having your own email account** (simple steps to set up your own email account)

**A) Choose a trusted email provider as you choose postal service provider (e.g., EMS or DHL)**

What criteria are you considering choosing postal service provider?

*(Mostly, speed and trust)*

Now, think of an email address as your digital mailbox. Just like different post offices, each email provider has a slightly different look and feel, but they all do the same thing — allowing you to send and receive emails.

Email providers usually don't charge you for their service. While there are many of these free and trusted options available online, the key is to select a provider that is easy for you to use. Some popular options include:

- Gmail (from Google)
- Yahoo! Mail
- Outlook (from Microsoft)

Now it may only take a couple of minutes to set up your email account.

**B) From your Internet browser, navigate to the sign-up page for your email provider.**

Once again, you can use a trusted provider such as Gmail (from Google), Yahoo! Mail or Outlook (from Microsoft).

**C) Enter your details to open an email account. These often include:**

Name	First and last
Desired Login Name	This is the email address you'd like to create. Choose a login name that is easy for you to remember, spell and type. Once you create this, you can't change it. Many people will use their name separated by a dot, such as firstname.lastname@gmail.com, as this is recognizable and easy for others to email you.
Password	Create a password that is secure, which is often not easy to remember, spell or share. Use at least eight characters with a combination of upper case, lower case, letters, numbers, and symbols. For example, a password such as "password999" is easy for a person or automated bot to guess. But a password such as "a3#b975!d" is much harder. Write this password down and store that in a safe place.
Phone number	This can be used as an extra security measure in case you can't get into your email account in the future.

NB.

Remember that you are creating your digital image through your email to be seen by others digitally. As we interact more with people digitally, we need to be more smart and professional starting from our digital appearance. Just as your appearance matters in face-to-face interactions, your email address can make a lasting impression in the digital world. It's time to step into the spotlight with an email address that mirrors your professionalism and sets the stage for success. The journey may start from Creating a Professional Email Address that is well polished and impactful in your online presence!

Likewise, you must pay attention as how your email address looks like.

**Example:** Consider the difference between "johnlovespizza@email.com" and "john.smith@email.com".

Which email address appears more professional in a workplace context? Why?



Create a professional email address using your name or a professional variation. For instance, firstname.lastname@emailprovider.com

\*\*\* Great. Now you have an email address and can start communicating.

**D) Follow the rest of the steps as required.**

Some sign-up forms will also ask for things such as your birthday and location. You may also be asked to create a security question, which can be a helpful way for you to recover a forgotten password.

**E) Accept the “Terms of Service.”**

You’ll also be asked to read and accept the terms of their service. This is usually one of the final steps.

**F) Start using your new email account!**

You can easily log in from any computer, phone or tablet that has Internet access.



create your professional email following the demonstration below.

As an example, we can use the Gmail platform to see how to set a professional email signature in Gmail? Follow these steps for a hands-on exercise (simple steps to set up your own email account)

**[How to create demonstration video short: https://www.youtube.com/watch?v=kKxDZGNA\\_so](https://www.youtube.com/watch?v=kKxDZGNA_so)**

### **Creating an Email Account using Gmail**

**1. Visit the Domain of Gmail:**

- Open your internet browser and navigate to [Gmail](#).

**2. Seek the Entrance – "Create Account":**

- Once on the Gmail homepage, look for the enchanting button labeled "Create account." Click on it to begin your journey.

**3. Enter the Portal of Personal Details:**

- In the mystical fields that appear, provide your first and last name. This is how the digital realm will recognize you.

**4. Choose Your Guardian – The Username:**

- Craft a unique and memorable username. This will be your magical identity in the Gmail kingdom.

**5. Secure Your Passphrase – The Password:**

- Create a strong and secure password to safeguard your account. Mix magical elements like letters, numbers, and special characters.

**6. Confirm Your Magical Spell – Re-enter the Password:**

- To ensure accuracy, cast the same magical spell by entering your chosen password once more.

**7. Reveal Your Birth of Magic – Date of Birth:**

- Share the date of your magical birth to verify your identity and comply with the kingdom's rules.

**8. Select Your Magical Gender (Optional):**

- If you wish, reveal your magical gender to add a personal touch. However, this step is entirely optional.

**9. Guardian of the Magical Realm – Phone Number:**

- Provide a phone number as an additional layer of protection for your magical abode. Gmail will use this to verify your identity.

**10. Recovery Email – A Magical Beacon (Optional):**

- If you have another email address, consider providing it as a recovery option. It can be your magical beacon if you ever lose your way.

**11. Pass the Guardian Test – Verify Your Phone Number:**

- Prove you're the true guardian by entering the code sent to your provided phone number. This ensures the safety of your magical abode.

**12. Agree to the Magical Terms:**

- Before entering the Gmail kingdom, agree to the terms and conditions. This is the code of conduct for all residents.

**13. Welcome to Your Magical Inbox:**

- Congratulations! You've successfully created your Gmail account. Your magical inbox awaits, ready to receive messages from across the digital realm.

Remember, your Gmail account is not just an email address; it's your magical gateway to the vast wonders of the online world. Happy emailing, wizard of the digital realm!

**G) stepping up our digital presence using our emails and selected professional networks**

In the case of creating professional email account, we may need to recraft your previous email address or open new one with its professional email signature.

**Email signature demo videos: <https://www.youtube.com/watch?v=iSJf6bujq4c>**

Get ready to turn your sign-off into a signature move, adding a touch of professionalism and flair to your virtual identity. Let's mold your email signature into a masterpiece that speaks volumes about your professionalism!

**Example:** An effective email signature includes your full name, job title, contact number, and perhaps a link to your LinkedIn profile.



create your professional email following the demonstration below.

As an example, we can use the Gmail platform to see how to set a professional email signature in Gmail? Follow these steps for a hands-on exercise:

1. **Log into Gmail:** Open your Gmail account and sign in.
2. **Access Settings:** In the top right corner, click on the gear icon and select "See all settings."
3. **Navigate to "General" Settings:** Click on the "General" tab in the Settings menu.
4. **Scroll Down to "Signature":** Find the "Signature" section within General settings.
5. **Enable the Signature:** Toggle the switch to turn on the signature feature.
6. **Craft Your Signature:**
  - o In the text box, compose your professional signature.
  - o Include your name, position, contact info, and any relevant links.
7. **Format Your Signature:**
  - o Use the formatting toolbar for style (bold, italics, etc.).
  - o Optionally, add a professional image.
8. **Add Social Media Icons (Optional):** Use the "Insert Image" icon for small social media icons.
9. **Save Changes:** Scroll down and click "Save Changes" at the bottom of the settings.
10. **Compose a New Email:** Test your newly crafted signature by composing a new email.

Great job! You've personalized your Gmail signature. Let your virtual handshake speak volumes in every email you send. Feel free to experiment with different elements and make it uniquely yours!

#### **H) Once again Understand and Navigate Email Platforms**

NB.Demo videos: <https://www.youtube.com/watch?v=WIRZ5evzbWc>

In the vast sea of communication, email platforms are the trusty ships that carry our messages. In this session, we set sail on the adventure of "Navigating Email Platforms." Get ready to discover the treasures hidden within email platforms (example Gmail, Outlook), and more! Let's see how it works through the features and functions that will transform your digital communication journey.

To navigate through email platforms like Gmail, Outlook, etc., understanding their features and functionalities is important.

**Example:** Explore the different tabs, settings, and organizational tools within Gmail or Outlook. Identify how to compose an email, organize folders, and manage contacts.



 : Navigate through your chosen email platform. Compose a sample email, organize it into folders, and add a contact to your address book and even send it to your friend.



### Generalization using self-reflection

Compare postal service provider and email service provider using the table below. You need to compare your reflection points with the readymade answers below in the table.

What makes email special compared to the traditional postal service provision?		
Criteria	Traditional postal service provider	Email service provider
Delivered item		
Speed		
Trust		
Storing condition of messages		

What makes email special compared to the traditional postal service provision?

Criteria	Traditional postal service provider	Email service provider
Delivered item	Letter, documents, and other simple objects in their hard form	Letter, documents, and videos in their soft/digital form
Speed	Longer	Faster-as you touch the send button
Trust	It depends, As you keep your BOB key safe Delivery organization management	Better, as long as You keep your account password private away from hackers or others
Storing condition of messages	Physically in your POB	On your email account



## Module Generalization and Debrief

### Module Generalization

In the Collaborating and Communicating in Digital Space module, you embarked on a journey to navigate the digital realm effectively. Through engaging activities and practical exercises, you gained valuable insights into various digital communication tools and platforms. Let's recap the key takeaways from the module:

- Explored digital communication tools and platforms.
- Effective digital communication strategies.
- Digital etiquette and best practices.
- Collaboration tools for teamwork.
- Digital security and privacy threats.

### Module Debrief

- ✓ What new learning points you acquired from this module?
- ✓ What meanings come to your mind regarding these new learning points?
- ✓ In what way will you utilize these learning points in your future life?

## 8.5. Module Project

Project Instructions:

- Group Formation: The instructor will divide the class into small groups (ideally 3-4 people).
- Tool Selection: Each group will be assigned a specific category of digital collaboration tools. Categories might include:
  - Writing and Editing: Google Docs, Microsoft Teams, shared document platforms.
  - Communication and Meetings: Zoom, Google Meet, Slack.
  - File Sharing: Dropbox, Google Drive, OneDrive.
  - Research and Content Creation: As a group, conduct research on your assigned tool category.

Explore features, benefits, and potential use cases for different tools within that category.

Consider using the digital discussion board from the module to share resources and ask questions.

**Collaborative Writing:** Utilize a shared document platform (e.g., Google Docs) to write your blog post collaboratively.

Structure your blog post to include:

- Introduction: Briefly explain the importance of digital collaboration tools in today's work environment.
- Body: Define the specific category of tools your group is focusing on.
- Discuss at least 2-3 popular tools within this category.

- Outline the key features and functionalities of each tool.
- Explain the benefits of using these tools for collaboration (e.g., improved communication, real-time editing, centralized document storage).
- Briefly mention any potential drawbacks or limitations of these tools.
- Conclusion: Summarize the importance of choosing the right collaboration tool for specific project needs and emphasize the benefits of working effectively in a digital space.
- Peer Review: Once your blog post draft is complete, exchange it with another group for peer review. Provide constructive feedback on content, organization, and clarity.
- Finalization and Submission: Based on the peer feedback, finalize your blog post and submit it through the online learning platform (or as instructed by the instructor).

This project allows you to practice essential digital collaboration skills, research digital tools effectively, and present your findings in a clear and informative manner.

## Part IV: Career Related

<b>Module 9: Building Strong Online Portfolio and Networking Skills</b>	
Preparation	<ul style="list-style-type: none"><li>• Read through the module and you are advised to work at task ahead of the session.</li></ul>
Learning Objectives	<p>In this module, you will:</p> <ul style="list-style-type: none"><li>• Explain what portfolio in general and digital portfolio in particular means.</li><li>• Build your portfolio following the necessary steps demanded by considered professional platform.</li><li>• Be visible in selected professional platforms through active and updated engagement</li><li>• Learn to optimize Twitter and Instagram profiles for professional visibility beyond LinkedIn.</li></ul>
Methods	Classroom instruction, small group or/and pair discussions, hands on activities, individual assignments.
Purpose	The purpose of this module is to expose you to the online visibility
Wiifm	At the end of the module, you will be able to increase your online visibility in your career competitiveness.
Module sections	<ul style="list-style-type: none"><li>Differentiating Personal and Professional Online Portfolio</li><li>Understand Key Professional Social Media Platforms</li><li>Networking and Relationship Building in the Digital Sphere</li><li>Modules Generalization and Debrief</li><li>Module Project</li></ul>



## Introduction

Have you ever felt disconnected from your ideal industry due to your online portfolio or networking skills? You may be right that poor or disorganized online portfolio and poor online networking skill may send wrong message about your competitiveness. This workshop is your key to unlocking a powerful online presence and building a network that opens doors.

In this digital realm, where first impressions matter, we embark on a journey to navigate the intricacies of presenting your best professional self. This module is your compass, guiding you through the art of crafting a compelling online presence. From understanding key platforms to curating your digital portfolio, get ready to unlock the door to a world where your online presence is as powerful as your real-world handshake. Let's dive into the foundations of building your unique and impactful Professional Online portfolio!

### 9.1. Differentiating Personal and Professional Online Portfolio

Both personal and professional portfolios can be valuable tools especially for fresh university graduates, but they serve different purposes and should be tailored accordingly. To do this, you need some kind of tool/criteria. For this purpose, here is list of key features of portfolio. These are: focus, audience, content, structure, and goal. Each feature needs to be customized and presented differently.



Complete the table below individually and/or in small group to discuss at large  Group presentation

Feature	Personal Portfolio	Professional Portfolio
Focus		
Audience		
Content		
Structure		
Goal		



generalize the discussion using the following completed table to cement your understanding

Feature	Personal Portfolio	Professional Portfolio
Focus	Overall skills, interests, experiences	Career-specific skills and experience
Audience	Broader (employers, grad schools, etc.)	Target employers in a specific field
Content	Diverse materials (essays, art, music, etc.)	Work samples showcasing relevant skills
Structure	Flexible and creative	Organized and consistent
Goal	Highlight your potential and tell your story	Impress potential employers and land a job

**Note:** Maintaining a distinction between your personal and professional online personas is crucial. Your personal space might include aspects of your life you share with friends and family, while your professional space showcases your skills and achievements. Striking a balance ensures you present yourself authentically in each context.



analyze the following portfolios and differentiate as personal and professional



create your own portfolios (personal and professional separately):

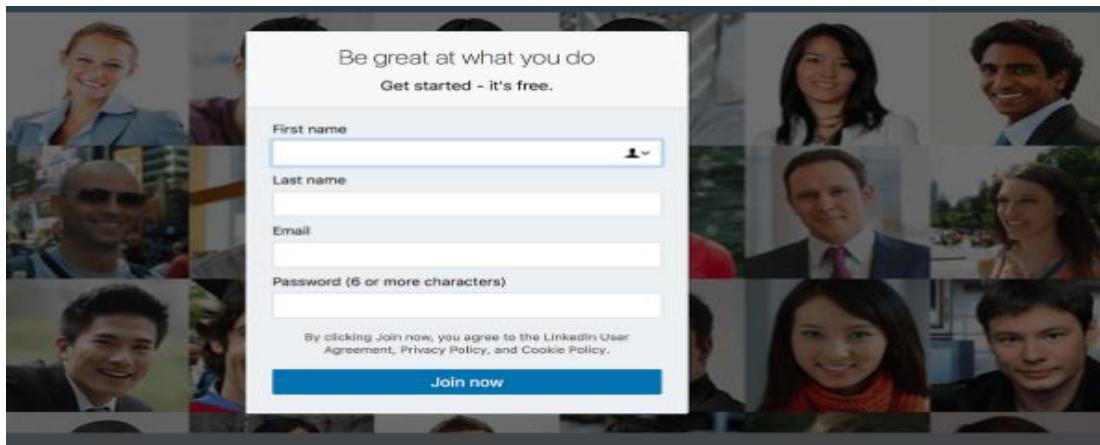
**1. Personal Portfolio:**

- *Content:* create and share personal experiences, hobbies, and family updates.
- *Platform:* Facebook with privacy settings for close connections.

**2. Professional portfolio:**

- *Content:* create portfolio by highlighting career achievements, skills, and industry-related insights.
- *Platform:* LinkedIn (used as an example) with a focus on professional networking and achievements.

### Creating a Strong LinkedIn Profile: Simple Steps for users



## Creating Your LinkedIn Adventure: A Simple Guide

### Step 1: Visit LinkedIn

- Go to [LinkedIn](#) using your internet browser.

### Step 2: Sign Up

- Click on "Join now" on LinkedIn's main page.

### Step 3: Fill in Your Details

- Enter your email and create a password. Press "Agree & Join" after checking LinkedIn's terms.

### Step 4: Profile Setup

- Add your first and last name, then click "Next."

### Step 5: Job Details

- Put in your current job title and company. Click "Next."

### Step 6: Profile Photo

- Add a nice picture of yourself to make your profile friendly.

### Step 7: Connect with Contacts

- LinkedIn will suggest people to connect with based on your email. Connect with those you know.

### **Step 8: Customize Your Profile**

- Share your school, skills, and a catchy headline.

### **Step 9: Write a Summary**

- Write a short paragraph about yourself to show your interests.

### **Step 10: Explore and Network**

- Connect with people, join groups, and follow companies you like.

**1. Profile Picture:** Your profile picture is often the first thing people notice, so make it count. Opt for a clear, well-lit headshot where you're the focal point. Choose backgrounds that are clean and uncluttered, ensuring the focus remains on you.

- **Example:** Upload a clear headshot with good lighting and a professional demeanor.
- **Tips:** Choose a photo where you are the focal point, and the background is clean.

**2. Headline:** Your headline is your digital elevator pitch. Craft a concise, engaging bio that highlights your skills, experiences, and personality. Use your headline to communicate your professional value—what sets you apart. Keep it clear, avoiding jargon, and tailor it to resonate with your target audience.

- **Example:** "Aspiring Graphic Designer | Recent Graduate Passionate about Creativity."
- **Tips:** Craft a headline that succinctly showcases your professional identity and aspirations.

#### **3. Summary:**

- **Example:** Briefly introduce yourself, mention your academic background, key skills, and career goals.
- **Tips:** Keep it engaging and authentic, giving a glimpse of your personality.

#### **4. Experience:**

- **Example:** Add relevant experiences with short descriptions highlighting your responsibilities and achievements.
- **Tips:** Focus on quantifiable achievements and use action verbs to describe your roles.

## **5. Skills:**

- **Example:** List skills such as "Graphic Design," "Project Management," and "Adobe Creative Suite."
- **Tips:** Include a mix of hard and soft skills relevant to your field.

## **6. Education:**

- **Example:** Include your educational background, mentioning your degree, major, and graduation year.
- **Tips:** If you're a recent graduate, emphasize relevant coursework or projects.

## **7. Connections:**

- **Example:** Connect with classmates, professors, and professionals in your field.
- **Tips:** Personalize connection requests with a brief introduction.

## **8. Recommendations:**

- **Example:** Request recommendations from professors or colleagues.
- **Tips:** A well-crafted recommendation adds credibility to your profile.

### **Tips for you:**

- Be mindful of the platform's nature and audience when sharing content.
- Consider creating separate accounts for distinct personal and professional purposes.
- Regularly review and update privacy settings based on your evolving needs.

### **Questions for Self-reflection:**

1. How do you currently differentiate your personal and professional online portfolio?
2. What challenges, if any, have you faced in maintaining this distinction?
3. In what ways can maintaining separate personal and professional portfolios benefit your online presence?
4. What aspect of creating your LinkedIn profile did you find most challenging?
5. How can the information on your LinkedIn profile contribute to your career goals?
6. In what ways can you leverage your LinkedIn connections to enhance your professional network?

N.B. take notes before class

## **9.2. Understand Key Professional Social Media Platforms**

### **LinkedIn:**

**Note:** LinkedIn is the go-to platform for professional networking. It's like an online resume where you showcase your skills, experiences, and connect with colleagues and potential employers. Share industry insights, join professional groups, and build a digital network that reflects your career goals.

Demo Videos:<https://www.youtube.com/watch?v=YnHnQqzKaDM>

## Tips for Supercharging Your LinkedIn Presence: A Beginner's Guide

### For Your Personal Profile:

#### 1. Profile Picture Magic:

- Add a clear and friendly photo of yourself. A smile goes a long way!

#### 2. Craft a Catchy Headline:

- Use a headline that tells others what you're good at. Keep it simple and interesting.

#### 3. Rock Your Summary:

- Write a short paragraph about who you are and what you love doing. Show your passion!

#### 4. Highlight Your Skills:

- Add skills that you're good at, like teamwork, communication, or any hobbies you have.

#### 5. Education and Experience:

- Share where you go to school and any jobs or projects you've worked on. Keep it honest and proud.

#### 6. Connect and Expand:

- Connect with people you know, like classmates, teachers, or family. The more connections, the merrier!

#### 7. Update Your Status:

- Share what you're up to! It could be a project you're working on or something interesting you learned. Keep it positive and engaging.

#### 8. Post Regularly:

- Share posts about your interests, achievements, or even cool things you find online. Regular posting keeps your profile active.

#### 9. Join Groups:

- Find groups related to your field of interest or your school. Joining groups lets you connect with more like-minded people.

### **Twitter (X):**

**Note:** Twitter is a fast-paced platform where brevity rules. It's great for sharing real-time updates, engaging in industry conversations, and connecting with professionals globally. Hashtags are your friends to discover and contribute to trending topics.

### **Instagram:**

**Note:** Instagram is a visual storytelling platform. While known for personal content, it's increasingly popular for professional branding. Share a mix of visually appealing posts highlighting your work, achievements, and insights. Utilize Stories for behind-the-scenes content.



### **Practical experiment:**

Choose at least one platform from the above with the support of your facilitator/peer leader and share information with one or two trainees of the class following the procedure demanded.

### **Importance of Maintaining a Professional Online Presence for Career Development**

**Note:** In the digital age, your online presence is your professional introduction. A well-maintained online profile not only showcases your skills but also opens doors to opportunities. Employers often check online profiles when considering candidates, making it essential to present a polished and authentic image. A strong online presence allows you to connect with professionals, stay updated in your industry, and build a reputation that can positively impact your career journey.

### **Pair activity**

List down the importance of Maintaining a Professional Online Presence for Career Development and share to the class.

In what ways can the platform contribute to building your professional online presence?



### **Key points**

### **First Impressions Matter:**

- Your online presence is often the first impression employers have of you.
- Keep your profiles professional, showcasing your skills and achievements.

## **2. Networking Opportunities:**

- Online platforms like LinkedIn provide a space to connect with professionals in your field.
- Networking opens doors to mentorship, job opportunities, and industry insights.

## **3. Industry Visibility:**

- Sharing your accomplishments and insights online increases your visibility in your industry.
- Regularly engaging with industry-related content establishes you as an active participant.

## **4. Career Advancement:**

- A well-curated online presence contributes to your professional reputation.
- Employers may discover you through your online profile, enhancing your chances of career advancement.

### **Questions for Reflection:**

1. How do you currently perceive the importance of your online presence for your career?
2. In what ways can a strong online presence positively impact your career development?
3. What steps can you take to ensure your online presence aligns with your career goals?

## **Sharing Industry Insights: Showcasing Your Expertise Digitally**

In this segment, we dive into the power of sharing industry news, articles, and insights online. Learn how to position yourself as an expert in your field by curating and sharing valuable content. From staying updated with the latest trends to providing thoughtful commentary, this practice not only enhances your professional image but also contributes to the broader conversation within your industry.

NB. Demonstration activities:

### **Activity 1: Industry Insights Presentation**

#### **Instructions:**

##### **1. Topic Selection:**

- Each of you chooses a specific industry or topic of interest within your field of study.

##### **2. Research and Analysis:**

- You will conduct in-depth research to gather the latest news, articles, and insights related to your chosen industry or topic.

##### **3. Content Curation:**

- Curate a presentation highlighting key findings, trends, and notable insights. Include visuals, statistics, and examples to make the content engaging.

#### 4. **Thoughtful Commentary:**

- Provide thoughtful commentary on the implications of the identified trends and how they might impact the industry.

#### 5. **Presentation Practice:**

- Practice presenting your insights in a clear and concise manner. Emphasize effective communication skills.

#### 6. **Q&A Session:**

- After each presentation, facilitate a brief Q&A session where classmates can ask questions and provide constructive feedback.

### **Guidance:**

1. **Stay Informed** to regularly follow reputable sources for industry news through subscribing to newsletters, follow industry blogs, and set up Google Alerts.
2. **Create Relevant Content** that aligns with your expertise and interests to share articles, news, or research that your connections would find valuable.
3. **Add Personal Insights** to provide commentary or your perspective on shared content.
4. **Engage in Discussions** to participate in conversations sparked by your shared content through responding to comments, ask questions, and foster meaningful discussions.



### **Exercise for Practice:**

1. **Task:** Identify and share an industry-related article or news piece on your preferred social media platform to begin curating and sharing content to showcase your interest and expertise.
2. **Task:** Add a brief comment to a shared article, expressing your thoughts or insights to practice providing commentary to enhance the value of shared content.



### **Self-reflection.**

What challenges might you encounter when selecting content to share, and how can you overcome them?

### 9.3. Networking and Relationship Building in the Digital Sphere

Embark on a journey to amplify your professional network through strategic digital engagement. This section of the manual delves into leveraging platforms like LinkedIn for effective networking and relationship building. Learn the art of making meaningful connections, sending messages, and actively participating in industry conversations. Elevate your online presence to foster relationships that contribute to your career growth and professional development by connecting yourself with colleagues, employers, and potential mentors in the vast digital landscape. Get ready to unlock the true potential of your professional network.



#### Task for Practice:

1. Connect with a current or past colleague on a professional platform and send a brief message expressing your interest in staying connected.
2. Follow and connect with an organization you admire or would like to work for, expressing your interest in their work to expand your professional network.
3. Identify a professional/s in your field whom you admire and send them a personalized connection request, expressing your interest in seeking guidance.

#### Crafting Personalized Connection Requests: Your Gateway to Meaningful Digital Bonds

In the world of digital networking, the first impression is key! This segment is all about the art of sending personalized connection requests and introductory messages. Learn how to stand out from the crowd by tailoring your requests to express genuine interest and curiosity. Elevate your networking game as we uncover the secrets to making connections that go beyond the virtual handshake. Let's dive into the magic of crafting connections that truly matter in your professional journey.

#### Guidance:

1. **Express Genuine Interest:** to create connection requests that reflect your sincere interest by mentioning specific aspects about the person or their work that caught your attention.

2. **Curiosity is Key** to spark curiosity with a friendly and inquisitive tone through crafting your message to show eagerness to learn more about their professional journey.



#### Task for Practice:

1. Send a personalized connection request to a professional you admire, expressing what specifically caught your attention to practice tailoring your requests to showcase genuine interest.
2. Craft a brief introductory message to someone you've connected with, expressing your curiosity about their work, or seeking advice to develop the skill of initiating conversations with a friendly and inquisitive tone.



#### Questions for Self-Reflection:

1. How do you currently approach connecting with colleagues and employers in the digital space?
2. What challenges might you encounter when reaching out to potential mentors, and how can you overcome them?
3. How do you currently approach sending connection requests in the digital space?
4. What challenges might you face in crafting personalized messages, and how can you overcome them?

### **Commenting and Engaging Respectfully Online: Building Positive Digital Connections**

Navigating online conversations with respect and constructiveness is an essential skill for anyone building a professional presence. This module focuses on cultivating the ability to comment and engage meaningfully across various platforms. Learn how to express your thoughts, offer constructive input, and foster positive connections in the digital space.

#### Tips and guidance:

1. **Be Courteous** to engage with others in a polite and friendly manner through the use of courteous language and avoid offensive or confrontational remarks.
2. **Express Appreciation** to acknowledge and appreciate others' contributions by expressing your "thanks" or/and providing positive comment.
3. **Constructive Feedback** to enrich/correct the issue by focusing on specific points.
4. **Stay On Topic** to keep your comments relevant to the discussion.



## Exercise for Practice:

1. Engage in a positive comment on a post within your professional network to practice expressing appreciation and contributing positively to discussions.
2. Offer constructive feedback on a post or article shared by a connection to develop the skill of providing feedback that encourages thoughtful discussion.



## Questions for Self-Reflection:

1. How do you currently approach commenting on posts or articles online?
2. What challenges, if any, do you foresee in providing constructive feedback, and how can you overcome them?
3. In what ways can respectful and constructive engagement contribute to building a positive online presence and professional connections?

## Creating and joining Online Communities: Connect, Learn, Grow!

Dive into the digital world by calling/joining online communities and professional groups. It's like unlocking a treasure of knowledge, connecting with like-minded individuals, and expanding your horizons. From industry insights to shared experiences, these virtual hubs are your gateway to endless possibilities. Ready to make your mark in the digital landscape? Join the conversation, share your thoughts, and let the learning journey begin!

To make your Digital Journey picture your online presence as a garden; cultivate positivity, let your ideas bloom, and create an inviting space for meaningful connections. Steering clear of controversy ensures your digital haven stays vibrant and welcoming.

### Creating an online community

As example consider the platform of LinkedIn and create online community

## Activity: Creating a LinkedIn Community Demo

### Demonstration directions:

- Simulate the process of establishing and managing an online community on LinkedIn for professional networking and collaboration.

## **Steps:**

### **1. Community Purpose:**

- Decide on the purpose and niche of their LinkedIn community, such as "Tech Innovators Network" or "Marketing Mavericks Hub."

### **2. Setting Up the Group:**

- Each of you creates a LinkedIn group:
  - Log in, go to "Work," select "Groups," and click "Create a group."
  - Name, add a logo, and describe the group's mission.
  - Set privacy and membership settings.

### **3. Inviting Participants:**

- Invite each other to join your groups, explaining the community's mission.

### **4. Community Guidelines:**

- Collaboratively establish guidelines for respectful communication, content relevance, and member expectations.

### **5. Engagement Initiatives:**

- Plan engagement activities like weekly discussions or resource sharing to keep members active.

### **6. Content Sharing:**

- Share relevant articles and insights within the community to encourage participation.

### **7. Cross-Community Collaboration:**

- Explore collaboration opportunities between communities for joint events or shared resources.

### **8. Reflection:**

- Reflect on what worked well and areas for improvement, refining your strategies based on feedback.

## **Discussion Points:**

- 1. What strategies effectively attracted and retained community members?**
- 2. How can ongoing engagement and a sense of community be fostered among members?**

Through this activity, you'll gain hands-on experience in community building on LinkedIn, emphasizing practical strategies for successful online networking.

## Group Creation Activities Exercise to explore LinkedIn Groups for Networking

### Joining an online professional group



#### Task for Practice: Becoming a Digital Explorer!

1. Explore a Professional Group to discover a professional group related to your field or interests.
  - ? Search for a group on platforms like LinkedIn or Facebook, join, and introduce yourself with a brief post about your goals and what you hope to learn or share.
2. Join a Conversation to be engaged actively in an ongoing conversation.
  - ? Find a discussion thread or post in the group and share your thoughts, ask questions, or express agreement with someone else's insights.
3. Share a Resource to contribute by sharing a relevant resource.
  - ? Post an interesting article, video, or podcast related to the group's focus, and briefly explain why you find it valuable.
4. Connect with a Peer to build connections within the community.
  - ? Identify someone whose posts or comments resonate with you and send them a connection request or a direct message introducing yourself and expressing interest in connecting.

Remember, the more you actively participate, the richer your experience will be! And shine to make a meaningful impact.

### Joining in a conference/meeting virtually

Get ready to step into the virtual limelight! Participating in online conferences, webinars, and Q&A sessions is your ticket to visibility. It's not just attendance; it's about making a memorable mark. You might also be invited for online interview session. There are online platforms like zoom, google meet, Webex, etc. Let's explore how to navigate these digital stages and turn them into platforms that showcase your expertise.

**Example for Classroom Demonstration:** "*Hello everyone! My name is [Your Name], and I'm thrilled to be part of this virtual conference. I specialize in [Your Expertise], and I'm eager to learn and share insights with this incredible community. Let's make this session a valuable experience for everyone!"*

### Demo: Joining a Virtual Conference/Meeting: A Quick Guide

**1. Invitation Arrival:**

- Receive an invitation via email, calendar invite, or messaging platform with a link to join the virtual meeting.

**2. Check Device Readiness:**

- Ensure your device (computer, tablet, or smartphone) has a working camera, microphone, and speakers. Adjust settings if necessary.

**3. Click the Meeting Link:**

- Click on the provided meeting link in the invitation. This link may direct you to a web browser or a specific meeting platform app.

**4. Enter Meeting ID (if needed):**

- If prompted, enter the Meeting ID provided in the invitation. Some platforms require this for access.

**5. Choose Audio and Video Preferences:**

- Select your audio and video preferences before joining. You can choose to mute your microphone and disable video if needed.

**6. Enter Your Name:**

- Input your name or a recognizable username to identify yourself in the virtual meeting.

**7. Join the Meeting:**

- Click the "Join" or "Enter Meeting" button to access the virtual conference room.

**8. Wait in the Virtual Lobby (if applicable):**

- Some meetings may have a virtual lobby. Wait for the host to admit you into the main meeting room.

**9. Meeting Controls:**

- Familiarize yourself with meeting controls for muting/unmuting, turning on/off video, and accessing the chat or participant list.

**10. Participate in the Meeting:**

- Engage in the discussion, share your camera and microphone when appropriate, and use platform features like screen sharing or reactions.

**11. End the Meeting:**

- When the meeting concludes, click "Leave Meeting" or the equivalent button to exit. Ensure you've disconnected your audio and video.

Group Task:

*Plan a Virtual Conference Using Google Meet, Zoom, or Webex*

**Task:** In groups of 4-5, imagine you're tasked with organizing a virtual conference. Your group will choose either Google Meet, Zoom, or Webex as the platform for the conference. Your goal is to plan and outline the key elements of the event.

*(Individual Task)*

*Explore Google Meet, Zoom, and Webex Features*

**Task:** As individuals, explore Google Meet, Zoom, and Webex to familiarize yourself with their features. Create a comparison chart to highlight the unique functionalities of each platform.

These activities provide a hands-on and creative approach to learning how to use and choose online meeting platforms effectively. They encourage collaboration, critical thinking, and practical exploration.

### **How to Join a Zoom Meeting: Quick Step-by-Step Guide?**

#### **1. Invitation:**

- You will receive an invitation link from the meeting organizer. Click on the link provided in the invitation.

#### **2. Zoom Application:**

- If you have the Zoom application installed, it will open automatically. If not, you'll be prompted to download and install the Zoom software.

#### **3. Join Meeting:**

- Once the Zoom app is open, click on "Join Meeting" or "Join a Meeting" option.

#### **4. Meeting ID and Passcode:**

- Enter the Meeting ID and Passcode provided in the invitation. These are numerical codes unique to each Zoom meeting.

#### **5. Display Name:**

- Enter your display name. This is the name that will be visible to others in the meeting.

#### **6. Audio and Video Settings:**

- Choose your audio and video settings. You can opt to join with or without video and select your preferred audio source.

#### **7. Join Meeting:**

- Click the "Join" button to enter the meeting. If there is a waiting room, you may be placed there until the host admits you.

#### **8. Meeting Controls:**

- Familiarize yourself with the meeting controls. Mute/unmute, start/stop video, and other options are typically found at the bottom of the Zoom window.

#### **9. Interaction:**

- Engage with the meeting by participating in discussions, using chat features, and utilizing any interactive tools provided by the host.

#### **10. Leave Meeting:**

- When the meeting concludes, click "Leave Meeting" to exit. Confirm if prompted.

Remember, the specific steps may vary slightly depending on the version of the Zoom application and whether you're using a computer or mobile device. Always follow the instructions provided in the meeting invitation for seamless joining.

#### **Tips for Impactful Engagement:**

- 1. Listen First:** Understand the ongoing conversation before jumping in. This ensures your contributions are relevant.
- 2. Add Value:** Share insights, experiences, or additional information that enhances the discussion.
- 3. Be Respectful:** Maintain a positive and respectful tone, even in disagreements. Constructive dialogue is key.
- 4. Encourage Others:** Acknowledge and appreciate contributions from fellow community members. Encouragement fosters a supportive atmosphere.
- 5. Stay Informed:** Regularly update yourself on industry news and trends to contribute timely and relevant insights.

#### **Don'ts to Protect Your Digital Footprint:**

1. **Avoid Over posting:** Quality over quantity! Don't flood your feed; focus on meaningful content.
2. **Steer Clear of Controversy:** Stay away from divisive topics or heated debates that may harm your professional image.
3. **Mind Your Tone:** Avoid using all caps or excessive punctuation, as it may be perceived as aggressive.
4. **Be Mindful of Privacy:** Resist oversharing personal details; keep a balance between personal and professional content.

#### **9.4. What Key Elements We Need to Have in Hunting Our Dream Job**



##### **Group discussion:**

Participate in group discussion and extract

Establish small discussion groups each with not more than 7 members.

The discussion point is to list down and explain what basic conditions are expected from each of you in hunting and then getting your dream Job?

Express your own idea to the group members and play active role so that the group come with summarized discussion points.



##### **Group Presentation**

Be volunteer to share each group's discussion result to the whole class. This can be done using slide show.



##### **Generalization through whole class discussion:**

The basic conditions are:

1. Know Yourself:

- Self-Assessment: Before embarking on your quest, take time for introspection. Identify your strengths, interests, and values. What kind of work environment energizes you? What problems do you want to solve? What impact do you want to make? Aligning your job search with your core values will lead to greater fulfillment.
- Skills Audit: Take stock of your existing skills, both technical and soft. Include academic projects, volunteer work, and personal hobbies that demonstrate relevant skills. Don't underestimate the power of communication, teamwork, and problem-solving!

## 2. Research and Target:

- Industry Exploration: Research different digital fields to understand their scope, trends, and potential career paths. Attend industry events, network with professionals, and read industry publications to stay informed.
- Dream Company Identification: Pinpoint companies whose values, mission, and work culture resonate with you. Research their projects, employee testimonials, and social media presence to gain deeper insights.

## 3. Craft Your Story:

- Resume Revamp: Tailor your resume to each specific job application. Highlight relevant skills and achievements using keywords from the job description. Quantify your impact whenever possible. Remember, you're telling a compelling story about your potential value.
- Portfolio Power: Don't just tell, show! Build a portfolio showcasing your best work, even if it's from academic projects or personal endeavors. Include websites, apps, social media campaigns, or anything that demonstrates your skills and creativity.

## 4. Master the Hunt:

- Job Board Savvy: Utilize online job boards effectively. Set up job alerts, refine your search filters, and target specific companies. Don't limit yourself to one platform – explore company websites, professional networks, and social media for hidden opportunities.
- Network Like a Pro: Attend industry events, join online communities, and connect with professionals on LinkedIn. Networking is not just about asking for jobs; it's about building relationships and gaining valuable insights.

## 5. Ace the Interview:

- Preparation is Key: Research the company, the interviewer, and the specific role thoroughly. Prepare answers to common interview questions and practice your responses beforehand. Anticipate potential questions about your portfolio projects and be ready to articulate your value proposition.
- Confidence is King: Show enthusiasm, professionalism, and genuine interest in the company and the role. Maintain eye contact, smile, and use positive body language. Remember, you are interviewing them as much as they are interviewing you.

### Bonus Tips:

- Embrace Continuous Learning: The digital landscape is constantly evolving. Stay updated with the latest trends and technologies through online courses, workshops, and certifications.
- Rejection is Redirection: Don't get discouraged by setbacks. Every rejection is an opportunity to learn and improve. Analyze the feedback, refine your approach, and keep moving forward.
- Seek Support: Don't go it alone! Surround yourself with mentors, career advisors, and fellow job seekers who can offer guidance and encouragement.

**Remember**, hunting your dream job is a journey, not a race. Be patient, persistent, and adaptable. Believe in yourself, showcase your unique talents, and never stop learning. The digital world awaits your contributions, so go out there and conquer it!

## 9.5. Crafting Your Professional Story

### WHY IS A RESUME IMPORTANT?

We have remembered that a resume/CV will get you to an interview! What does a resume do to get you to an interview?

Write your responses

Your resume is your marketing sheet. It concisely tells a potential employer what you know and do. From your resume/CV, your potential employer will get your aspirations to work for his/her company, or he will be drawn to you and would like to meet you in person/online in an interview. Many of your interview questions will be based on your Resume/CV. A well thought put resume will

prepare you for your interview.

A résumé gives you an advantage over a general Job Application Form because it gives you more room to explain what you have done. You can highlight your important skills set, experience and achievements as well as education background.

Don't underestimate that a particular job does not need a resume. The employer may not need it, but you will need it to market yourself. It will end up providing the employer more information that asked for!

Generally, your resume is your narrative, a storyboard of your professional journey. Let's dive into the basics of resume building, transforming your skills and experiences into a compelling tale that captivates employers. Get ready to be the author of your career story, with each section crafting a chapter that propels you towards your dream job!

### **Common components of a resume**

What are the commonly considered components in writing resume?

Get answer from the class and show the following elements as common components of a resume.

1. Contact Information
2. Objective
3. Qualifications Summary
4. Experience
5. Education
6. Licenses/ Certifications
7. Associations/Professional Affiliations
8. Other Skills

**NB.** You can refer your previous Career Development Training notes to drag the details of the above components.



### **Decoding the Resume Alphabets: Choose Your Format Adventure!**

Resumes come in different formats, each with its own storytelling magic. Let's explore the three main formats - Chronological, Functional, and Hybrid - and discover which one is your golden ticket to captivate employers. Get ready for a format adventure that brings your professional story to life!

### **Unlocking the Resume Blueprint: Key Sections at a Glance!**

Your resume is a blueprint, and each section plays a crucial role in constructing your professional narrative. Let's decode the key sections together:

## **1. Contact Information:**

- *Your Professional Compass:* This section anchors your resume. Include your full name, professional email address, phone number, and, if applicable, your LinkedIn profile. Ensure its easily accessible and professional.

## **2. Summary/Objective:**

- *The Elevator Pitch:* This brief section introduces you to employers. In a few sentences, highlight your career goals, key skills, and what makes you a standout candidate. Think of it as the trailer for your professional movie.

## **3. Work Experience:**

- *Your Professional Journey:* The heart of your resume. Detail your work history, including job titles, companies, dates, and a bullet-pointed list of responsibilities and achievements. Showcase your impact and contributions in each role.



**Tip for Resume Brilliance:** "Your resume is like a literary masterpiece. The contact information is your address, the summary is the plot introduction, and the work experience is the thrilling saga of your professional journey. Craft it with flair!"

## **Resume Tailoring: The Art of Customization! -**

Your resume is not a one-size-fits-all garment; it's a tailored suit designed for each job application. Let's explore the art of customization—aligning your resume with specific job descriptions and sprinkling it with keywords that catch the recruiter's eye. Get ready to be the fashion designer of your professional story!



### **Guidance Note:**

#### **Job-Specific Language:**

*Speak the Employer's Language:* Analyze the job description, identify key skills and qualifications, and incorporate them into your resume. Mirror the language used in the posting.

#### **Highlight Relevant Experiences:**

*Showcase Your Best Threads:* Tailor your work experience section to emphasize skills and achievements most relevant to the specific job. What makes you the perfect fit?

#### **Use Keywords Wisely:**

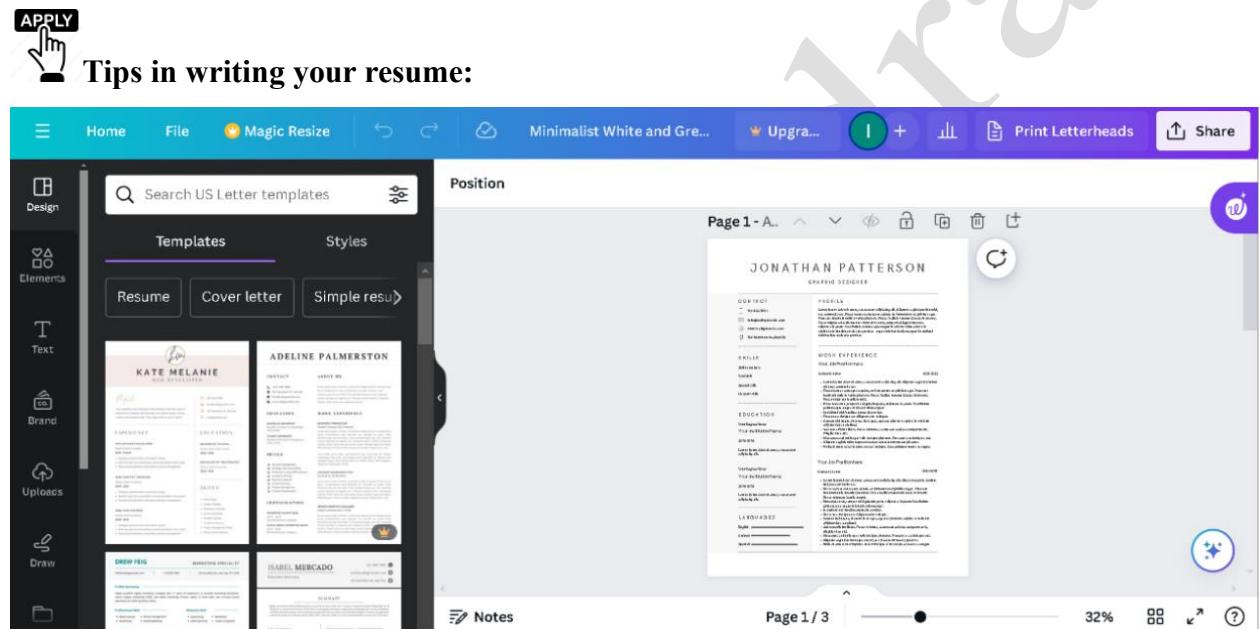
**Sparkle with Keywords:** Many companies use Applicant Tracking Systems (ATS) to scan resumes. Sprinkle relevant keywords throughout your resume to pass through this digital gatekeeper

**Creative Tip for Tailoring Success:** "Imagine your resume as a custom-made outfit. For each job application, you add unique accessories and tweak the design to fit perfectly. Be the fashionista of your career wardrobe!"

## Resume Formatting: Your Professional Canvas!

Your resume is more than a document; it's a visual masterpiece that tells your story. Let's explore the art of formatting—creating a visually appealing canvas that captivates recruiters. Get ready to design a resume that not only speaks volumes but looks like a work of art!

**APPLY**



The screenshot shows a resume builder interface with a purple header bar containing icons for Home, File, Magic Resize, Upgrade, Print Letterheads, and Share. On the left, there's a sidebar with categories: Design, Elements, Text, Brand, Uploads, and Draw. A search bar at the top says 'Search US Letter templates' with options for Templates and Styles. Below that, there are buttons for Resume, Cover letter, and Simple resume. A preview window on the right shows a resume for 'JONATHAN PATTERSON' with sections for Profile, Education, Work Experience, Skills, and Interests. The resume is presented in a clean, modern font with a white background and black text.

### 1. Clean and Organized Layout:

- Think of your resume as a gallery showcasing your career artistry. Thus, ensure a clean, organized layout with clear sections. Use headings, bullet points, and white space to create visual harmony.

### 2. Font and Font Size:

- *Typography Elegance:* Choose professional fonts like Arial, Calibri, or Times New Roman. Maintain a font size of 10-12 for readability.

### 3. Consistent Formatting:

- *Design Consistency:* Keep formatting consistent throughout your resume. Uniformity in fonts, bullet points, and spacing adds a professional touch.

## 9.6. Preparing Your Cover/ Application Letter

Have you ever written a letter requesting for a job?

*Share your experience in writing cover letters*

What is the difference between a cover/application letter for job and resume?

*Get your general understanding*

Letters written for job search that accompany your resume are called cover or application letters. In most of the time a résumé is send along with a cover letter.

Do you think that all potential employees read your resume at first?

*write some answers*

To get the first impression on your application, many employees refer to your cover letter. The purpose of your cover letter is to get your resume read by the recruiters. Therefore, your cover letter shouldn't be a repetition of your resume. Your cover letter should entice the reader to 'jump' into your resume with interest and enthusiasm.

By reading your cover letter, what do you think the reader could learn about you?

*Provide your opinions*

A well written cover letter will demonstrate to your potential employer:

- How well you communicate
- What your experience and qualifications are (*brief summary*)
- Your level of professionalism
- A glimpse into your personality
- How detail oriented you are (*no typos or errors, etc.*)

This indicates that writing your cover letter to its best is important to increase your chances to be called to an interview and consequently employed.

How would you narrate your cover letter? (Explain with one exemplary cover letter)

### Crafting Compelling Cover Letters: Your Artistic Introduction to Opportunities!

Crafting a compelling cover letter is your ticket to making a memorable impression. Here's your guide to mastering the art of writing cover letters:

#### 1. A Tale of You: Personalize Your Narrative

*Your cover letter is not just a document; it's a narrative. Personalize it by sharing snippets of your professional journey, your passion for the industry, and what makes you uniquely suited for the role.*

**Example:** “Dear Hiring Manager, my journey in marketing has been a symphony of creativity and strategy. Eager to bring this harmony to your team!

## **2. Mirror the Job Description: Tailoring for Impact**

*Align your cover letter with the job description. Highlight how your skills and experiences match what the employer is seeking.*

**Example:** “Your search for a detail-oriented project manager ends here. My knack for organization and passion for results align perfectly with your requirements.

## **3. Showcase Your Value: What Sets You Apart**

*Your cover letter is the spotlight; make sure it shines on what sets you apart. Showcase specific achievements, skills, or experiences that make you the ideal candidate.*

**Example:** “In my previous role, I spearheaded a campaign that resulted in a 20% increase in customer engagement. Excited to bring this knack for impactful campaigns to your team!

## **4. Keep It Concise: Impactful Brevity**

*A cover letter is like a good movie – impactful and not too lengthy. Keep it concise, focusing on key points that highlight your suitability for the role. Make every word count.*

**Example:** “In my roles at XYZ Corp, I consistently delivered projects ahead of schedule. Excited to bring this efficiency to your team! Let's achieve great things together.

**Tip for Aspiring Wordsmiths:** Your cover letter is your first conversation with the employer. Make it compelling, tailored, and a preview of the great collaboration to come!

### **Online tool to customize Resume and /or cover letter**

Here are three popular online platforms that make customizing cover letters and resumes easy for basic users, along with simple steps for each:

#### **1. Canva: (Resume, Cover letter and CV)**

- Website: [Canva](#)

#### **Steps:**

- Sign up for a Canva account (free version available).
- Choose "Resume" or "Cover Letter" from the template categories.
- Select a template that suits your style.
- Replace the placeholder text with your information.

- Customize fonts, colors, and layout easily using Canva's user-friendly interface.
- Download your customized resume or cover letter in PDF or image format.

## 2. Zety:

- *Website:* [Zety](#)

### Steps:

- Create a Zety account.
- Choose a resume or cover letter template from the library.
- Fill in your details in the pre-formatted sections.
- Customize the template by changing fonts, colors, and layout.
- Preview your document and make any necessary adjustments.
- Download your customized resume or cover letter in Word or PDF format.

## 3. Kick resume:

- *Website:* [Kickresume](#)

### Steps:

- Sign up on Kick resume.
- Select a resume or cover letter template that suits your needs.
- Input your personal and professional details.
- Customize the template with easy-to-use editing tools.
- Preview your document and make any desired changes.
- Download your customized resume or cover letter in PDF format.

These platforms provide a straightforward and user-friendly experience, making it easy for basic users to create professional-looking resumes and cover letters. Simply follow the steps, and you'll have a customized document ready for your job application.

## 9.7. Navigating the Digital Job Marketplace

Lets get started with the world of online job search platforms, where opportunities abound and connections flourish. Here's your compass to navigate this vast landscape:

### 1. LinkedIn: The Professional Haven

*Your Virtual Resume:* LinkedIn is your digital business card. Create a professional profile, showcase your skills, connect with industry professionals, and explore job postings.

*LinkedIn is the virtual playground for professionals. It's not just a job board; it's a thriving social platform where you can showcase your skills, connect with industry leaders, and explore job postings. Crafting a compelling LinkedIn profile is like presenting your digital resume to the professional world.*

**Example:** *Updating LinkedIn profile with new accomplishments! Ready to connect with like-minded professionals and explore job opportunities. Let's network!*

### **Inspiring. But how do I write my own?**

We put together a handy set of tips based on the best practices in the below examples. Follow this guide and you'll be on your way to a winning profile summary.

#### **1. Tanmoy appeals to candidates from underrepresented groups in the most authentic way.**



in

**Tanmoy Saha** (He/Him) · 3rd

Director, Talent Acquisition at Peloton

Talks about #hiring, #techhiring, #interviewing, #techrecruiting, and #talentacquisition

New York, New York, United States · [Contact info](#)

3,954 followers · 500+ connections

 Peloton Interactive

 Vanderbilt University

[+ Follow](#)

[View in Recruiter](#)

[More](#)

## About

I was born in Bangladesh and grew up in New York City, went to school in Nashville, TN (Vanderbilt). I am super Desi when it comes to Cricket and Bollywood. I love to read and travel. I circumnavigated around the world to more than 45 countries. I volunteer regularly and passionate about social good and technology.

Currently, I am working to grow Peloton and disrupt the fitness industry. My job is to find and hire the current and future bad asses in the technology industry.

I love my job! I hang out with a lot of tech nerds. I am a tech and political geek myself. I tried to pick up programming (Python) but not sure if I can do that for my career. I regularly attend tech meetups and I know a lot of powerful people in the tech industry.

I do not like pushy people. If you are nice, I will go out of my way to help you. I like to treat people with respect. I enjoy helping people and I love to learn about new technologies... Story of my life :)

Countries I traveled:

Argentina, Bahamas, Bangladesh, Brazil, Belgium, China, Cuba, Colombia, Egypt, England, France, Germany, Guatemala, Hong Kong, India, Ireland, Italy, Indonesia, Japan, Mauritius, Morocco, Namibia, Puerto Rico, Scotland, St. Lucia, South Africa, Spain, Switzerland, Thailand, The Netherlands, Turkey, UAE, Uganda, Viet Nam, Zambia and Zimbabwe :)

In the context of Ethiopia, we can consider the following job searching portals. You can go through each from the internet. These are: ethiojobs, E-zega, [UNICEFs](#), [nops.org](#)

## Mastering the Art of Job Search: Keywords, Filters, and Location Magic!

Ready to elevate your job search game? Get ready to dive into the intricacies of effective job-hunting using keywords, filters, and location parameters.



**ethiojobs**

Careers That Build Businesses

LET EMPLOYERS FIND YOU [REGISTER NOW](#)

ALREADY HAVE AN ACCOUNT [Login](#)

Search and Find Jobs in Ethiopia

Jobs Companies

Search by Job Title or Company Name

Companies A-Z Advanced Search

Job by Category

Job by Location

Government Jobs

View Latest Jobs

Accessibility

Here's your guide to becoming a job search maestro:

## 1. Keywords: Unlocking Opportunities

*Keywords are the secret sauce of job searches. They're the magic words that open doors to relevant opportunities. Tailor your search with specific skills, job titles, or industry buzzwords. Think of keywords as the secret handshake to unlock your dream job.*

**Example:** Exploring marketing positions with expertise in SEO and content creation. Fingers crossed for a match!

## 2. Filters: Precision in Your Hands

*Filters are your trusty companions in narrowing down the vast sea of job listings. Use them wisely to refine your search based on job type, experience level, and company size. Filters help you sift through opportunities with precision.*

**Example:** Applying filters on job boards to find entry-level marketing roles. Excited to kickstart career journey!

### **3. Location Parameters: Navigating Your Territory**

*Location matters, and setting parameters ensures you're exploring opportunities within your preferred geographic zone. Whether you're dreaming of a local gig or open to a global adventure, location parameters keep you in control.*

**Example:** Searching for remote marketing jobs to embrace the digital nomad life. Location: Anywhere with Wi-Fi!

**Tip for Job Seekers:** Keywords are your compass, filters your guide, and location parameters your map. Combine them wisely to navigate the job search landscape with confidence!

### **Decoding Job Postings: Application Procedures**

Embarking on the job hunt in Ethiopia? Let's unravel the mysteries of different job posting formats and the art of seamlessly navigating application procedures:

#### **Application Procedures: The Dance of Submission**

Every job application is a dance, and understanding the steps is crucial. Some applications require a resume and cover letter, while others may ask for additional documents. Pay attention to specific instructions on how to submit your application – online forms, email, or company portals.

**Example:** “Reviewing application procedures for a tech role in Addis Ababa. They prefer a portfolio! Time to showcase my best work.”

#### **Navigating the Online Application Maze: Submitting Applications with Resume and Cover Letter**

Welcome to the era of digital applications! Here's your guide to seamlessly submit applications online while attaching your resume and cover letter:

##### **1. Digital Application Symphony**

Submitting applications online is like orchestrating a digital symphony. Start by following the prompts on the application portal. Be meticulous in providing accurate details about your skills, experiences, and education.

**Example:** “Currently applying for a marketing role online. Filling out the application form with precision. Every detail counts! #DigitalApplicationJourney”

##### **2. Attaching Your Resume: Your Professional Snapshot**

Your resume is your professional snapshot. Ensure it's updated, polished, and tailored for the specific role. When prompted to attach your resume, make sure it aligns seamlessly with the information you've provided in the application.

A cover letter is your narrative. Craft a compelling one that tells your story, aligning with the job requirements. Most application portals provide a space to upload your cover letter. Make it concise, impactful, and tailored.

Upload the tailored cover letter for a content creation role.

**Top Tip for Digital Applicants:** *"Your application is your first impression. Ensure your resume shines, and your cover letter tells a compelling story. Make each attachment count!"*

### **Polishing Your Prose: Mastering the Art of Proofreading**

Before you hit "send," let's ensure your cover letter is a flawless masterpiece. Here's a brief guide on proofreading and editing for grammar and spelling perfection:

#### **1. Fresh Eyes Approach: Take a Step Back**

After crafting your cover letter, take a break before proofreading. This helps you approach the document with fresh eyes, making it easier to spot errors.

#### **2. Grammar Check Tools: Friends in Editing**

Utilize grammar and spell-check tools available in word processors. These tools can catch basic errors and provide suggestions for improvement.

#### **3. Read Aloud: A Sound Strategy**

Reading your cover letter aloud can uncover errors that silent reading might miss. The auditory component helps in identifying awkward phrasing or missing words.

#### **4. Peer Review: A Second Set of Eyes**

Share your cover letter with a friend or colleague for a fresh perspective. Another pair of eyes can catch errors you might have overlooked. A peer review is like a final dress rehearsal. Invite a trusted friend to review your cover letter, ensuring it's ready for its grand performance in the hiring manager's inbox.

#### **5. Time-Tested Tradition: Print and Proofread**

Print a hard copy of your cover letter and proofread it on paper. This method often reveals errors that electronic proofreading may not catch.

### **Debrief**

- ? What specific aspect or tool did you find most intriguing or challenging?



## Module Generalization and Debrief

### Module Generalization

In the Building Strong Online Portfolio and Networking Skills module, **you** gained valuable insights into creating an effective online presence and developing professional networks as well as **your** online portfolio. Key takeaways from the module include:

- Understanding the Importance of Online Presence:
- Creating a Professional Online Portfolio:
- Building a Professional Network:
- Utilizing Social Media Platforms:
- Attending Networking Events:
- Effective Communication and Etiquette:

### Module debrief

- ? What new learning points you acquired from this module?
- ? What meanings come to your mind regarding these new learning points?
- ? In what way will you utilize these learning points in your future life?

### 9.8. Module Project

1. Create a LinkedIn account
2. Complete your profile
3. Make at least 30 connections
4. Follow Dereja, DOT Ethiopia and a company of your Choice
5. Search for a Job based on your profile on LinkedIn, Ethiojobs.net and Dereja.com.
6. Prepare Resume/CV and Cover letter based on the Job description
7. Apply for the job by following the instructions.
8. Create a LinkedIn account.
9. Complete your profile thoroughly.
10. Establish at least thirty professional connections.
11. Follow Dereja, DOT Ethiopia, and a company of your choice.
12. Search for a job that aligns with your profile on LinkedIn, Ethiojobs.net, and Dereja.com.
13. Prepare a professional resume/CV and a well-crafted cover letter based on the job description.
  
14. Apply for the job by following the instructions provided.

## **Module 10: Building Professional Competency via Digital Learning**

Preparation	Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	In this session, you will: select digital learning platform from the available digital opportunities Acquire proficiency in utilizing online learning resources Cultivate a strong online presence in digital learning platforms
Methods	Classroom instruction, small groups discussions, pair discussion, demonstration, lab activities, individual assignments.
Purpose	The purpose of this module is to expose you to the various digital learning platforms to develop your learning skills.
Wiifm	Your digital ability increases and become more competent
Module sections	Understand digital learning skill Importance of developing digital learning skills Types of digital learning skill platforms Approach to Digital learning skill development Navigating the Digital Learning Landscape Digital Tools for Sharing Resources and Optimize Learning Unlocking the World of Digital Libraries Module Generalization and Debrief Module Project



## Introduction

In this module, you'll delve into the realm of building professional skills through digital learning. In this digital era, the path to professional growth is paved with online courses, webinars, and interactive platforms. In this module, we explore the vast landscape of digital learning. From online courses to virtual workshops, you navigate the avenues that can elevate your professional abilities from the comfort of your screen where knowledge is at your fingertips, waiting to be explored and harnessed for your personal and professional growth. The journey is beyond traditional classrooms and initiates you into the vibrant world of online courses, webinars, and interactive digital platforms.

Let's embark on a journey to enhance our abilities, digitally!

### 10.1. Understanding Digital Learning Skill



sit in small group of 3-4 members and discuss on the following questions

Based on your previous understanding, try to provide answers for the following questions and reflect it to the class.

Is digital learning skill simply referring to the use of technology? How?

Then, how do you explain digital learning skills?



summarize and reflect



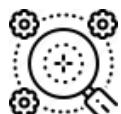
interactive presentation to see details of key components

You are expected to unpack/clarify (what skills each comprises) each component of digital learning skills before the facilitator presents it.

*Technical skills include basic computer literacy, online communication and collaboration, information literacy, and digital content creation.*

*Critical Thinking and Problem-Solving Skills also comprise skills such as analyzing information, adaptability like embracing new learning technologies and methodologies, self-directed learning for continuous improvement.*

*Interpersonal and Communication Skills which involves online collaboration, intercultural awareness, and effective online communication.*



Generalization through answering questions in the whole class reflection activity

- ? Have you gotten differences/similarities on the response provided by you and presented by the facilitator?
- ? If there are differences, how do you see and manage the variations?
- ? Illustrate your understanding on what digital skill learning is using your own example.

**NB.**

1. The specific skills needed for digital learning will vary depending on the individual's field of study, career goals, and preferred learning style.

2. As technology continues to evolve, the importance of digital learning skills will only grow. Developing these skills will equips you to thrive in a world where lifelong learning and the ability to adapt are essential for success.

## 10.2. Importance of Developing Learning Skills



**Be into small groups and discuss based on the conditions below**

Your group may work on listing down on what we lose from missing the development of digital learning skill while the remaining group/s work on listing down of the gains attained from passing through digital skill development scheme.

Use the following table for your answer

### List of Loss/gains of missing/acquiring digital learning skill development

Loses from missing the development of digital learning skill	Gains from passing through digital skill development



**generalize reflected points in view of the following remarks**

*Developing digital learning skills is paramount for individuals in today's world, regardless of age, field of study, or career aspirations. Here's why:*

*Increased access to knowledge: The internet provides a vast reservoir of information and learning resources, from online courses and eBooks to virtual libraries and research databases. Digital learning skills equip you to effectively navigate this digital ocean, find relevant and reliable information, and learn new things efficiently.*

*Enhanced adaptability and lifelong learning: In a rapidly changing world, the ability to learn new skills and adapt to new technologies is crucial. Digital learning skills empower you to embrace new online learning platforms, methodologies, and tools, fostering lifelong learning and continuous skill development.*

*Improved employability and career prospects: Employers increasingly seek candidates with strong digital skills, as technology permeates all sectors of the workforce. From data analysis and project management to online communication and marketing, digital proficiency is no longer a niche skill but a core requirement for many jobs.*

*Boosted critical thinking and problem-solving abilities: Navigating the digital world requires you to critically evaluate information, identify biases, and solve problems with innovative solutions. Digital learning skills empower you to develop these essential cognitive skills, making you a more effective learner and problem-solver in any context.*

*Enhanced collaboration and communication: Online platforms and tools facilitate teamwork, communication, and knowledge sharing*

*across geographical and cultural boundaries. Digital learning skills enable you to collaborate effectively in online environments, build professional networks, and communicate your ideas clearly and concisely.*

*Empowerment and self-directed learning: Digital learning skills give you control over your learning journey. You can choose from a vast array of online courses, resources, and learning communities, tailoring your learning experience to your individual needs and interests. This fosters self-directed learning, a valuable skill for personal and professional development.*

*Increased global awareness and cultural understanding: The digital world connects you with people from diverse backgrounds and cultures. Digital learning skills enable you to engage with this global community, learn from different perspectives, and develop intercultural understanding.*

*In conclusion, developing digital learning skills is not just about technical proficiency; it's about building essential skills for navigating the complexities of the 21st century. Whether you're a student, a professional, or simply someone seeking to embrace lifelong learning, investing in your digital learning skills is an investment in your future.*

### **10.3. Types of Digital Learning Skill Platforms**



#### **8888 Interactive presentation**

From your experience, what digital skill learning platforms you know so far?

*Forward what you know and may think as digital learning platform to your friends.*



## Generalization tips

*When it comes to developing digital learning skills, you have a multitude of platforms at your disposal. Here's a breakdown of some key types:*

### ***Formal Learning Platforms:***

- *Online learning platforms (MOOCs, EdX, Udemy): Offer structured courses and learning paths on various topics, often with accredited certificates. Great for targeted skill development and gaining foundational knowledge.*
- *University online courses and programs: Many universities offer online courses, certificates, and even full degree programs in digital skills areas. Provides a structured learning environment with qualified instructors.*
- *Bootcamps and intensive training programs: Intensive, immersive programs focused on specific digital skills like coding, data analysis, or digital marketing. Good for accelerated learning and career preparation.*

### ***Informal Learning Platforms:***

- *YouTube channels and educational blogs: Find free video tutorials, lectures, and blog posts on diverse digital skills. Ideal for flexible learning and exploring diverse perspectives.*
- *Podcasts and audiobooks: Learn while on-the-go with podcasts and audiobooks covering digital skills topics. Good for passive learning and consuming information during commutes or breaks.*
- *Online communities and forums: Connect with other learners and professionals through forums, groups, and social media communities. Great for peer-to-peer learning, Q&A, and staying updated on trends.*

### ***Interactive Learning Platforms:***

- *Gamified learning platforms: Learn through interactive games and simulations that make learning engaging and fun. Excellent for visual learners and those seeking a non-traditional approach.*
- *Project-based learning platforms: Apply your skills in real-world projects by participating in online hackathons, challenges, or freelance marketplaces. Provides practical experience and portfolio building opportunities.*
- *Virtual reality and augmented reality platforms: Immerse yourself in interactive learning experiences with VR and AR technologies. Good for hands-on learning and engaging with complex concepts.*

### ***Additionally:***

- *Open-source resources: Utilize free online course materials, tutorials, and software tools available through open-source platforms. Great for budget-conscious learners and gaining practical experience.*
- *Professional networks and memberships: Join professional organizations or communities focused on digital skills development. Provides access to exclusive resources, events, and mentorship opportunities.*

**Remember:** The best platform for you depends on your learning style, budget, specific skill goals, and desired level of formality. Mix and match different platforms to create a personalized learning journey that's engaging and effective for you.

## **10.4. Approach to Digital Learning Skill Development**

Whichever digital learning platform you choose all of them are operated through e-learning. E-learning transforms your screen into a dynamic classroom. Whether it's a live lecture, interactive modules, or recorded sessions, e-learning brings education to your fingertips.

In order to boost your digital learning skill, you may choose one of the platforms discussed above in this module. Your way of passing through the selected learning platform can be determined by you.

The approaches for attending digital learning skills can be broadly categorized into three main types: formal, informal, and independent learning. Each offers its own unique benefits and drawbacks, so choosing the right one depends on your preferred way of learning, goals, and resources.

### **Formal learning:**

- Advantages: Structured curriculum, expert instruction, interaction with peers, potential for certifications and credentials.
- Disadvantages: Can be expensive, time-consuming, inflexible schedule, might not cater to personal way of learning.
- Examples: Online courses, bootcamps, micro-credentials programs offered by universities, colleges, and private providers.

### **Informal learning:**

- Advantages: Free or low cost, flexible schedule, diverse learning materials, opportunity to learn at your own pace.
- Disadvantages: Unstructured learning environment, no formal feedback or assessment, requires self-discipline and motivation.
- Examples: Free online resources like tutorials, podcasts, blog posts, social media communities, mentorship programs.

### **Independent learning:**

- Advantages: Highly personalized, hands-on experience, freedom to choose projects and learning paths, potential for deep learning and skill development.

- Disadvantages: Requires strong self-motivation and initiative, can be challenging to find resources and guidance, no formal feedback or assessment.
- Examples: Personal projects, shadowing an expert, online practice exercises and challenges, self-guided learning through books and online materials.

### **Additional approaches:**

- Blended learning: Combining elements of formal and informal learning, such as online courses with in-person workshops or group projects.
- Gamification: Utilizing game-like elements like points, badges, and leaderboards to make learning more engaging and interactive.
- Peer learning: Collaborating with other learners to share knowledge, practice skills, and provide feedback.

### **Tips for choosing the right approach:**

- Identify your learning style (preferred way of learning): Are you a visual learner, auditory learner, or kinesthetic learner? Choose resources that cater to your preferred learning style. Besides you can select the learning format like
  1. **Text:** *Delve into the profound world of written text, where words unfold stories, theories, and insights.*
  2. **Videos:** *Embark on visual journeys with educational videos, capturing concepts through dynamic visuals and explanations.*
  3. **Audio:** *Listen and learn with audio content, transforming information into a melodious learning experience.*
  4. **Interactive Elements:** *Engage with interactive elements, turning passive learning into an active exploration.*
- Set your goals: What specific digital skills do you want to learn? Choose resources that are aligned with your goals.
- Time commitment: How much time can you dedicate to learning? Look for options that fit your schedule.

- Budget: Are you willing to invest in paid programs or courses? Many free resources are available as well.
- Personal preferences: Consider what learning environment works best for you and choose options that are enjoyable and engaging.

Remember, the best approach is the one that keeps you motivated, engaged, and making progress towards your digital learning goals. Don't be afraid to experiment and try different approaches until you find the perfect fit.

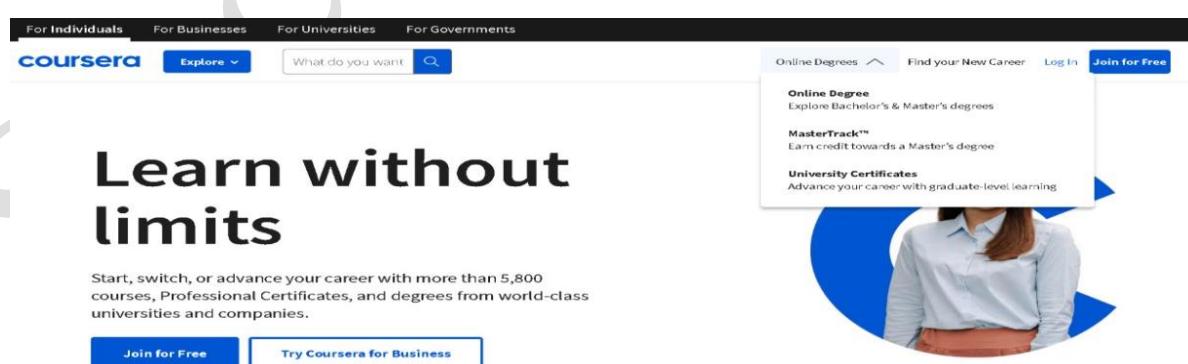
## 10.5. Navigating the Digital Learning Landscape

Learning Management Systems (LMS) serves as a virtual gateway, seamlessly connecting students with a numerous of courses, resources, and interactive learning experiences. Designed with the aim of fostering education accessibility, LMS platforms like Coursera and Udemy are your digital passports to a world of diverse subjects, expert instructors, and flexible learning modalities. Embark on your learning journey and unlock the potential within – explore, discover, and thrive in this digital landscape of limitless possibilities!

1. Coursera: [www.coursera.org](http://www.coursera.org) as informal online learning platform

Creating an Account with the help of internet-based demonstration:

1. Visit the Coursera website.



2. Click on "Sign Up" or "Join for Free."
3. Fill in the required information (name, email, password).
4. Confirm your email address.

## Planning Courses and Time Management:

- Coursera offers a wide range of courses. Plan your courses based on your interests or career goals.
- Use the "My Courses" feature to organize and plan your learning journey.
- Set realistic weekly goals for completing lectures, assignments, and quizzes.

## Sample Courses:

### A. English:

- Course: "English for Beginners"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: 4 weeks/ may also be determined by the platform
- Focus: Basic grammar, vocabulary, and conversation skills.

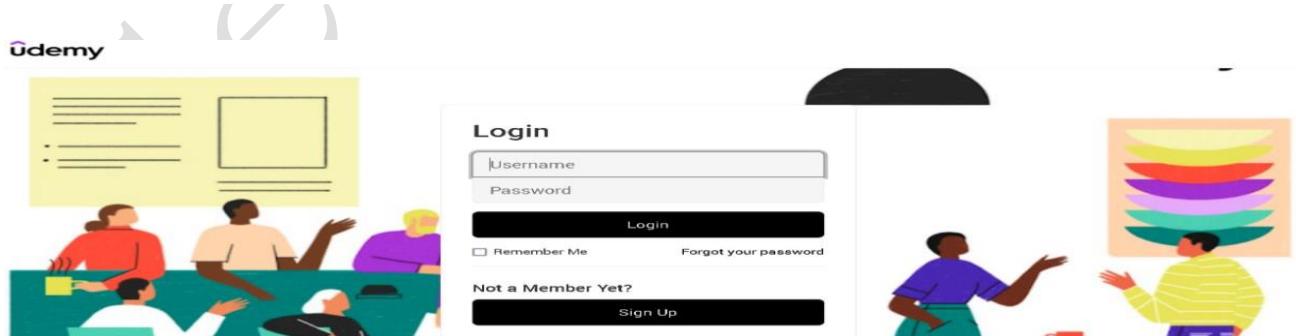
### B. Procrastination:

- Course: "The concept of procrastination"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: 2 weeks/ may also be determined by the platform
- Focus: Basics, and management of procrastination

2. Udemy: <https://www.udemy.com> as informal online learning platform

## Creating an Account:

1. Go to the Udemy website.



2. Click on "Sign Up" or "Create an Account."
3. Provide necessary details and create your account.

## Planning Courses and Time Management:

- Udemy's "My Courses" section helps you keep track of enrolled courses.
- Utilize Udemy's course previews to decide if a course aligns with your learning objectives.
- Use the "Wishlist" feature to plan future courses.

## Sample Courses:

### A. Google digital skill:

- Course: "basics of google digital skills"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: Self-paced /may also be determined by the platform
- Focus: exploring google digital skill courses

### B. Self-awareness:

- Course: "components of self-awareness"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: 5 hours may also be determined by the platform
- Focus: Enhancing techniques of self-awareness.

## 3. [Another Popular Platform]:

### Creating an Account:

- i. Visit the platform's website.
- ii. Locate the "Sign Up" or "Register" option.
- iii. Complete the registration process.

## Planning Courses and Time Management:

- Explore the platform's course catalog and categorization.
- Use any planning tools provided by the platform.

## Sample Courses:

### A. English:

- Course: "Spoken English for Beginners"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: 3 weeks /may also be determined by the platform

- Focus: Conversational English.

## B. Mathematics:

- Course: "Introduction to Mathematics for Everyday Life"
- Instructor: [Sample Instructor/determined by the platform]
- Duration: 4 weeks /may also be determined by the platform
- Focus: Practical math applications.

General Tips for Effective Learning:

- **Set Goals:** Define what you want to achieve with each course.
- **Time Blocking:** Allocate specific time slots for learning each day.
- **Active Participation:** Engage in discussions, forums, and complete assignments actively.
- **Feedback:** Provide and seek feedback on your progress.

Remember, the key is not just completing courses but understanding and applying the knowledge gained. Digital skills will naturally develop through consistent engagement with online learning platforms.

## Tasks:

Here are three practical activities that you will work to report on your experiences after taking a sample course, creating an account, and experimenting with the features of your chosen online learning platform.

### Activity 1: Account Creation and Navigation report

**Task:** Create an account on the chosen learning platform and navigate through the user interface. Then,

- Describe the account creation process. Was it straightforward, and did you encounter any challenges?
- How user-friendly is the platform's interface? Were you able to easily locate and access the courses you were interested in?

### Activity 2: Planning and Time Management:

**Task:** Enroll in a sample course, plan your study schedule, and manage your time effectively.

Then,

- Share your approach to planning your course schedule. Did the platform provide tools for scheduling and tracking progress?
- How did you manage your time during the course? Were you able to stick to your planned schedule, and if not, what adjustments did you make?

### **Activity 3: Course Interaction and Engagement:**

**Task:** Actively participate in the sample course, engage with the content, and utilize interactive features. Then,

- Describe your level of interaction within the course. Did you participate in discussions, quizzes, or any interactive elements?
- How did the platform facilitate engagement with the course material? Were there features that enhanced your learning experience?

These activities aim to assess the practical aspects of using the learning platforms, including the user experience, planning tools, and interactive features.

## **10.6. Digital Tools for Sharing Resources and Optimize Learning**

In the vast digital landscape, having the right tools at your disposal is essential for a successful learning journey. Let's explore the realm of resources, from note-taking apps to time management tools and accessibility features, ensuring you're equipped with a digital toolkit tailored for academic success.

**Note:** Discover and share resources that enhance your learning experience. From efficient notetaking to effective time management, these tools are your allies in the digital learning environment.

### **Exploring Essential Resources:**

1. **Note-Taking Apps:** Experiment with note-taking apps such as Evernote or OneNote. Explore features like categorization, multimedia integration, and cloud syncing for efficient note management.

2. **Time Management Tools:** Discover tools like Google Calendar, Trello, or Todoist to organize your tasks and assignments. Utilize features such as reminders and task prioritization for effective time management.
3. **Accessibility Features:** Explore accessibility features on your devices, like screen readers, magnifiers, or speech-to-text tools. Ensure your learning environment accommodates diverse needs.

#### **Sample Examples for Practice using lab activities:**

1. **Digital Notetaking:** Choose a note-taking app and create a digital notebook for a specific subject. Experiment with formatting, embedding images, and organizing notes effectively.
2. **Time Blocking with Calendar:** Use Google Calendar or a similar tool to create a weekly schedule. Block out dedicated study time, assignment deadlines, and other commitments to optimize your time.
3. **Accessibility Check:** Explore accessibility features on your device. Activate a screen reader, experiment with text-to-speech, or adjust display settings for a personalized and inclusive learning experience.

### **10.7. Unlocking the World of Digital Libraries**

Lets go through the vast realm of digital libraries, e-books, and a treasure trove of online learning resources. Dive into a world where knowledge knows no bounds, and the library is at your fingertips. Discover the power of digital libraries and e-books. Unleash a wealth of online learning resources that extend beyond the physical confines of traditional libraries.

#### **Lab based exploration of Digital Repository:**

1. **Digital Libraries:** Delve into digital libraries like Project Gutenberg, Google Books, or your institution's virtual library. Access a myriad of academic resources, journals, and publications.
2. **E-Books Galore:** Explore the realm of e-books from platforms like Kindle, Apple Books, or dedicated educational websites. Immerse yourself in literature, textbooks, and specialized content.

3. **Online Learning Resources:** Navigate through educational platforms like Khan Academy, Coursera, or edX. Access courses, lectures, and interactive materials tailored to your learning needs.

### Sample Examples:

1. **Digital Library Adventure:** Visit Project Gutenberg and explore a classic literary work available for free. Engage with the e-book format, noting features like bookmarks and adjustable fonts.
2. **E-Book Expedition:** Download a sample e-book on a subject of interest from a platform like Kindle. Experience the convenience of digital reading and explore interactive features.
3. **Online Course Expedition:** Enroll in a short online course on platforms like Coursera. Immerse yourself in multimedia lectures, quizzes, and collaborative forums.

### Debrief

- ? What did you learn from the module overall?
- ? Was it helpful and what is new from the topics?
- ? In what way will use these new learnings?
- ? Anything you feel remained uncovered? Then, what is your plan to fill the gap?



### Module Generalization and Debrief

#### Module Generalization

The Building Professional Competency via Digital Learning module provided a comprehensive exploration of the benefits, strategies, and challenges associated with online training and development.

#### Key takeaways from the module include:

- Learning online has big pros, like being able to do it whenever and wherever, and it's usually cheaper and easier to get to.
- There are a bunch of different online learning platforms and tools out there, so you can find one that works best for what you need to learn..
- Online learning can be tough sometimes, especially if you have trouble staying focused or if you have technical problems. But there are ways to overcome these challenges, like setting up a regular study schedule and making sure you have a good internet connection.

## Module Debrief

- ✓ What new learning points you acquired from this module?
- ✓ What meanings come to your mind regarding these new learning points?
- ✓ In what way will you utilize these learning points in your future life?

### 10.8. Module Project

Project Instructions:

- Self-Assessment: Reflect on your current learning style and preferences. Consider these aspects:
  - Do you learn best visually, through auditory explanations, or by doing hands-on activities?
  - How much time can you realistically dedicate to online learning each week?
  - What are your preferred learning platforms (e.g., video lectures, interactive courses, articles)?
- Identify Learning Goals:
  - What professional skills or knowledge do you aim to develop in the near future (e.g., project management software, data analysis, public speaking)?
  - Consider both short-term and long-term goals to create a well-rounded plan.
- Explore Digital Learning Platforms: Research and identify online learning platforms that cater to your chosen learning goals and preferred style. Some resources to explore include:

Project Deliverables:

A well-structured digital learning plan document (e.g., table, mind map) outlining your learning goals, chosen platforms, resources, timeline, and evaluation methods.

## Part V: Digital Safety and Ethics

<b>Module 11: Foundations of online Identity and Privacy</b>	
Preparation	Read through the module and you are advised to work at task ahead of the session.
Learning Objectives	In this module, you will: <ul style="list-style-type: none"><li>• Keep your online identity safe from hackers and phishing (black hat)</li><li>• Be enhanced to show your online presence carefully and responsibly</li><li>• Protect your online information from social engineering attacks</li></ul>
Methods	Classroom instruction, small groups discussions, pair discussion, individual assignments.
Purpose	This module equips you to understand and protect your online identity, building a secure foundation for your digital life.
Wiifm	In this digital age, learn to safeguard yourself online, manage your privacy, and build a positive online reputation.
Module sections	<ul style="list-style-type: none"><li>Understanding Online Identity</li><li>Impact of Online Identities</li><li>Protecting Your Online Identity</li><li>Safeguarding Your Passwords</li><li>Securely Navigating social media</li><li>Protecting Digital Identity</li><li>The Art of Online Etiquette</li><li>Respecting Boundaries</li><li>The Art of Engagement</li><li>Recognizing Trustworthy Websites</li><li>Module Generalization and Debrief</li><li>Module Project</li></ul>



## Introduction-

In today's increasingly digital world, our online identity and privacy are more important than ever. As a fresh university graduate, you are about to enter a workforce where your online presence will be a major factor in your professional success. This module is designed to provide you with the essential knowledge and skills you need to protect your online identity and privacy.

### 11.1. Understanding Online Identity



#### Online Identity: A Collage of Your Digital You

Your online identity is a multifaceted and evolving concept. It's essentially the digital representation of yourself that exists in the vast online space. It's not just one static image, but rather a mosaic formed by different pieces of information you leave behind as you interact with the digital world. This digital identity has its own components considering:

- Personal Information which might be detailed further into
  - Your name, birthdate, location, education, and professional background.
  - Online accounts and profiles – social media, email, banking, gaming etc.

- Public records – voter registration, property ownership, court documents.
- Digital Content like
  - Photos, videos, and text you create or share online.
  - Comments, reviews, and other online interactions.
  - Websites or blogs you create or contribute to.
- Digital Footprint:
  - Your browsing history, search queries, and online purchases.
  - Cookies and other tracking technologies that collect data about your online activity.
  - Devices you use and their location data.
- Networked Relationships:
  - Your online connections with friends, family, colleagues, and communities.
  - Interactions and engagement within those networks.
  - Online reputation built through these interactions.

These components collectively paint a picture of who you are online, impacting how you're perceived by others and influencing your online experiences. It's important to understand and manage these different parts to maintain a positive and secure online presence.

It is important to remember that online identity is dynamic and constantly evolving issue. It is influenced by internal factors like your own self-expression and exploration in addition to external factors like platform design and algorithm. Thus, it is necessary to control over what information you share and how you manage your online presence. Be mindful of the privacy settings on your online accounts and the information you disclose publicly. Moreover, protect your passwords and personal information from unauthorized access. Be aware of your digital footprint and the potential risks associated with it.

Building a healthy online identity takes awareness and effort. By understanding its components and actively managing them, you can harness the power of the digital world while protecting your privacy and security.

Now this is the time to add activities and enjoy. The activities will help you shape your online presence strategically and confidently.

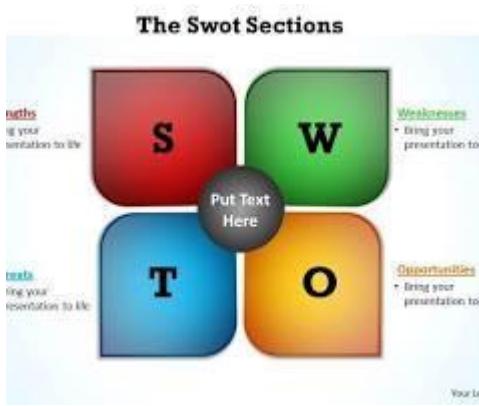


### **Activity 1: Self-Discovery Safari**

- Digital Footprint Detox: Guided by your trainer, go through a "digital footprint audit" using tools like Google Search and social media platforms. List your online account and mention any

publicly available information. Discuss the concept of searchability and its impact on your digital identity.

- Identity Collage: You will be provided with magazines, newspapers, and scrap materials by the trainer. Create a physical collage (collection) representing your online identities, including interests, skills, aspirations, and values. This creative exercise helps visualize your multifaceted online persona.
- Personal SWOT Analysis: Through a personal SWOT analysis, identify your online Strengths, Weaknesses, Opportunities, and Threats. This introspection session helps you understand your current digital landscape and potential areas for improvement.



[Opens in a new windowwww.slideteam.net](http://www.slideteam.net)

SWOT analysis chart with sections labeled Strengths, Weaknesses, Opportunities, and Threats

## 11.2. Impacts of Online Identities

Your online identity has become integral parts of your life, wielding significant impacts across various aspects which can be seen as positive and negative.



### Activity 1: Demystifying Online Identities

- **Digital Footprint Scavenger Hunt:** You will be placed into a team and given with "scavenger hunt" lists with clues about online identity concepts (e.g., digital footprint, avatar, privacy settings). With your team, race to find information online related to each clue and discuss its implications. Your advisor will facilitate conditions.
- **Role-Playing Scenarios:** Then, be paired with your friend and consider a scenario where your online identity plays a central role (e.g., job interview, online dating profile, dealing with

negative comments). Role-play and discuss about how online identities influence different aspects of life.

In relation to positive impact, your online identity may bring empowerment and connection like-minded individuals across the globe and build virtual communities that provide support and belonging. It also increases your professional opportunities and employability by enhancing access to information and resources.

Regarding the negative impacts that come from online identity you can consider privacy concerns and surveillance, cyberbullying and harassment, social pressure, addiction, and information overload.



### The need for balancing act

Therefore, it's crucial to maintain a healthy balance between leveraging the positive benefits of online identities while mitigating the potential downsides. This involves:

- Being mindful of what you share online and managing your privacy settings.
- Practicing responsible online behavior and promoting respectful interactions.
- Critically evaluating online information and recognizing potential biases.
- Maintaining a healthy balance between online and offline activities.
- Prioritizing real-world relationships and authentic interactions.

By adopting these practices, you can ensure that your online identities contribute positively to your life. It also empowers you to connect, learn, and contribute to the world while safeguarding your privacy and well-being.



### Privacy in the Digital Age

#### Introduction

Digital privacy is also known as online privacy or internet privacy, refers to the control you have over the collection, use, and disclosure of your personal information in the digital world. It encompasses various aspects of your online life, including:

- personal information,
- access and control over who can access your information,
- for what purposes, and for how long,

- security and protection to safeguard your personal information from unauthorized access, breaches, and misuse.

This privacy issues can be expressed in various forms like data privacy, informational privacy, and communications privacy.

## **Why Online Privacy Matters**

### **Discussion Points: Protecting Personal Information and Digital Autonomy**

#### **1. Introduction:**

- Discuss the significance of online privacy in the digital age, emphasizing the need to protect personal information.

#### **2. Group Activity: Digital Autonomy Guardians:**

- Create "Digital Autonomy Guardians" together with members of your assigned group. Outline scenarios where digital autonomy is crucial, proposing creative solutions to maintain control over personal information.

#### **3. Interactive Discussion: Enhancing Online Security:**

- Engage in a discussion on the importance of privacy in enhancing online security. Share experiences or hypothetical situations, exploring ways to fortify the digital fortress against cyber threats.

#### **4. Role-Playing Exercise: Building Trust in Digital Interactions:**

- Participate in a role-playing exercise where you emulate digital interactions. Emphasize the role of online privacy in fostering trust. Discuss how responsible handling of personal information contributes to positive digital engagements.

#### **5. Scenario Analysis: Privacy Measures in Action:**

- Find/create real-life scenarios where privacy measures are crucial or will be presented by your trainer. Analyze the scenario, proposing privacy-conscious actions to mitigate risks. This practical approach enhances your understanding of the impact of privacy practices.

#### **6. Creative Project: Digital Autonomy Manifesto:**

- Collaborate with your friends on creating a "Digital Autonomy Manifesto." This can be a visually appealing document outlining the principles and practices you believe in for safeguarding personal information online.

## 7. Reflection Session: Personal Insights and Takeaways:

- Reflect on personal insights gained from the discussion and activities. What practices will you adopt to protect personal information in your digital life?

### Questions for summary:

1. Why is protecting personal information crucial in the online environment?
2. How can digital autonomy be maintained while actively participating in the digital space?
3. What are effective ways to enhance online security through privacy practices?
4. In what ways does online privacy contribute to building trust in digital interactions?
5. How can responsible handling of personal information positively impact digital engagements and relationships?

## 11.3. Protecting Your Online Identity

### The show of creating strong passwords and protecting it

In today's online world, strong passwords are the first line of defense against cyber threats. But with so many accounts and password requirements, it can be a challenge to create and remember secure ones.

For university graduates like you embarking on your digital journeys, securing your online life starts with one crucial element: strong passwords. This activity exposes you with engaging activities to turn you into password-creating pros.



### Activity 1: Demystifying Password Myths

- Busting the Bad Boys: Try to identify common password myths (e.g., "longer is always better," "special characters make it uncrackable"). Suggest what the real criteria for strong passwords to be.
- Real-World Scenarios: Discuss real-life data breaches and their consequences. Analyze leaked passwords and highlight the vulnerabilities of common, easily guessable choices. This drives home the urgency of protecting sensitive information.



### Crafting Strong Passwords

## Presentation

- **Length matters:** Aim for at least 12 characters, ideally longer. The more characters, the harder it is to crack.
- **Complexity is key:** Mix uppercase and lowercase letters, numbers, and symbols. Avoid predictable patterns like "qwerty" or "1234".
- **No personal touches:** Resist using names, birthdays, addresses, or other easily guessable information. Hackers often target these first.
- **Mind the dictionary:** Avoid common words or phrases, even with slight variations. Hackers use automated programs that try these first.
- **Passphrase power:** Combine multiple unrelated words into a memorable phrase. Bonus points for adding numbers and symbols!
- Create robust passwords using a mix of letters, numbers, and symbols. Avoid using easily guessable information like birthdays or names



### Activity: Crafting Unbreakable Passphrases

- Passphrase Playground: Introduce the power of passphrases as alternatives to weak passwords. Create memorable yet complex passphrases using the "sentence method" (e.g., "SparklingRainbowSprinkles12!"). Write your creations on colorful cards for visual reinforcement.
- Rhyme Time: Come up with rhyming passphrases for extra memorability (e.g., "ShinyShoesSilentClues!"). This playful activity encourages creativity and strengthens passphrase retention.

Repeat collaborative exercises in making passphrase creation through fun and engaging.

## 11.4. Safeguarding Your Passwords

- **Password is unique for each account:** Don't reuse passwords across different accounts. A breach on one site could compromise all others.

- **Use password manager's embrace:** Consider using a password manager to generate, store, and fill in strong passwords for you. Popular options like Last Pass and 1Password offer secure encryption and multi-factor authentication.
- **Write it down but hide it well:** If you choose not to use a password manager, write down your passwords in a secure location not accessible to others. Think hidden notebooks, locked drawers, or even encrypted files on your own devices.
- **Beware phishing attempts:** Never reveal your passwords to anyone, even over email or phone. Legitimate platforms won't ask for them directly.
- **Regular password checkups:** Schedule regular reviews of your passwords, updating them every few months or especially after potential data breaches.
- **If possible, enable two-factor authentication (2FA):** This adds an extra layer of security, requiring a second verification step like a code from your phone or email on top of your password.
- **Beware of password sharing:** Avoid sharing passwords with anyone, even close friends, or family. Each person is a potential vulnerability point.
- **Stay informed:** Keep yourself updated on the latest cybersecurity threats and best practices. Follow trustworthy news sources and security experts for valuable insights.

Remember, strong passwords and good password hygiene are crucial for protecting your online accounts and keeping your data safe. By following these tips, you can equip yourself with the digital armor needed to navigate the online world with confidence.



### Safeguarding Your Passwords: Hands-on Activities

Protecting your digital life starts with strong passwords. This session will equip you with practical skills and engaging activities to create and manage secure passwords.

#### Activity1: Password Power Up

- The Crackdown:** You are advised to be in a group to crack weak passwords like "123456" or "password123." Discuss why these are vulnerable and the importance of complexity.
- Passphrase Playground:** Consider passphrase method. Create strong passphrases (e.g., "SparklingRainbow321!") by combining memorable words and numbers. Write your passphrases on colorful cards to reinforce the visual association.
- Password Manager Mayhem:** Be exposed to password managers like LastPass or KeePass. identify how to use these tools to generate and store unique passwords for your accounts. Download and set up a manager before the workshop ends.

## Activity 2: Two-Factor Fortification

- a. **2FA Frenzy:** Try to get the concept of two-factor authentication (2FA) and its vital role in account security. Demonstrate to your friend how to enable 2FA on a popular social media platform using an authenticator app like Google Authenticator.
- b. **Challenge Accepted:** By your trainer, you will be assigned to a simulated "phishing attack" scenario where you must identify the red flags and use 2FA to protect your accounts.
- c. **2FA Fan Club:** Research on 2FA options for different accounts you use (banking, email, etc.). Please share your findings to others and adopt essential security measure.

Remember, password security is an ongoing process. Continue building your knowledge and stay updated on evolving threats. By making these activities interactive and engaging, you can be equipped with the skills and confidence to safeguard your digital life.

## 11.5. Securely Navigating social media

Swim into digital world using social media safely and securely, protecting your identity in the process! This part will involve a real-world training activities to solidify your understanding.

### 1: Secure Your Accounts

#### ➤ Password Power:

- **Activity:** You crack weak passwords (playfully!) and create strong, unique ones for each platform using a passphrase method. (e.g., "SparklingRainbow321!")
- **Challenge:** Try changing one of your current passwords before the workshop ends.

#### ➤ Two-Factor Fortification:

- **Discussion:** explore what two-factor authentication (2FA) is and why it's crucial.
- **Activity:** Use 2FA on one of your social media accounts using an authenticator app (e.g., Google Authenticator).

#### ➤ Privacy Settings Patrol:

- **Workshop:** navigate the privacy settings of a popular platform, adjusting who can see your posts, profile information, and friend list.
- **Challenge:** Review the privacy settings of another platform you use and tighten them up!

## 2: Mindful Sharing

### ➤ Think Before You Post:

- **Discussion:** Think of the risks of oversharing personal information and location details and share to others.
- **Activity:** Create a "Share Checklist" to guide your future social media posts, considering privacy and potential consequences.

### ➤ Friend Frenzy Filter:

- **Discussion:** discuss how to be cautious about accepting friend requests, especially from strangers.
- **Activity:** Role-play different friend request scenarios and practice polite but firm declinations.

### ➤ Scam Savvy:

- **Workshop:** analyze real-world social media scams and identify red flags to watch out for.
- **Challenge:** Create a "Scam Busting" poster to share your learnings with others!
- 

## 11.6. Protect digital identity

Prepare to get answers for the two questions below.

### Discussion question 1

Have you ever heard about a person (or know a person) who is deceived by another person through telephone conversation and stolen his/her money?

How was the process happening? Please explain the process as you can (including the status of trust and curiosity of the victim).

What would have been the right response made by the victim?

### Discussion question 2

Have you or someone you know ever came across losing email account from the online platform even using your correct password?

What had been happened before? Explain the victim's position (including the status of trust and curiosity of the victim).

What would have been the right measure made by the victim?

**Then, relate your answers to the meaning of social engineering attack below.**

A social engineering attack is a psychological manipulation technique used to trick people into exposing confidential information or taking actions that compromise their security. Think of it as a con in the digital age, where attackers exploit human trust and curiosity to achieve their goals.

## Advice to avoid digital /social Media Scams: Navigating the Digital Deceit

*Note:* our digital playground can sometimes harbor unseen threats. Here's a guide to recognizing and avoiding scams:

1. **Friend or Foe?** Be wary of unsolicited friend requests or messages. Scammers often pose as friends.

*Example: Receiving a friend request from someone you don't know.*

2. **Too Good to Be True:** If an offer seems unbelievably generous or promises instant riches, it's probably a scam.

*Example: "Click here to win a free iPhone!"*

3. **Phishing Lingo:** Watch out for messages urging urgent action, requesting personal information, or containing suspicious links.

*Example: "Your account will be suspended unless you verify your details now."*

4. **Check the URL:** Before clicking any link, hover over it to reveal the destination. Scammers often use similar-looking URLs.

*Example: A link that appears to be from a reputable site but has slight misspellings.*

5. **Stay Updated:** Be aware of current scams circulating on social media. Knowledge is your shield.

*Example: Awareness of ongoing scams, like fake charity pleas during disasters.*

6. **Secure Settings:** Regularly review and adjust your privacy settings to control who sees your information.

*Example: Limiting profile visibility to friends only.*

## Handling Suspicious Calls: Guarding Your Conversation Fortress

*Note:* Phone calls can bring unexpected challenges, especially from dubious sources. Here's a guide on how to handle suspicious calls:

1. **Cold Call Skepticism:** If you receive a call from an unknown number, approach it with caution. Legitimate entities often leave voicemails or have identifiable caller IDs.

*Example: Receiving a call claiming you've won a prize but never entered any contest.*

2. **Personal Information Vigilance:** Never share sensitive information over the phone unless you initiated the call and are certain of the recipient's identity.

*Example: A caller asking for your bank details to process a supposed refund.*

3. **Verification:** If the caller represents a company or organization, ask for official contact information. Verify it independently before providing any details.

*Example: A call from someone claiming to be your bank; ask for their name and tell them you'll call the bank directly to verify.*

4. **Hang Up Strategically:** If the conversation feels off or uncomfortable, trust your instincts. Politely end the call and avoid engaging in unnecessary dialogue.

*Example: A caller pressuring you to make an immediate decision on a financial matter.*

5. **Number Spoofing Awareness:** Scammers can manipulate caller IDs. Don't solely rely on the displayed number as a trust indicator.

*Example: A call appears to be from a government agency, but the voice and request seem suspicious.*

6. **Report and Record:** If you receive persistent suspicious calls, report them to your phone carrier and relevant authorities. Keep a record of the calls for reference.

*Example: Repeated calls claiming you owe money for a debt you don't recognize.*

Remember, your phone, your rules. Stay cautious, and don't let unwelcomed callers breach your privacy fortress. Safe and secure social media and online digital use is a continuous journey. Keep these practices in mind, update your settings regularly, and stay informed about emerging threats. By being mindful and proactive, you can enjoy the positive aspects of social media while protecting your valuable identity.

## 11.7. The Art of Online Etiquette

Fresh university graduates like you entering the digital workforce need to navigate the exciting, yet sometimes unfaithful, online communication. Polishing your online manners is crucial for making a positive impact and building strong professional relationships. Here are four selected contents to include in your training session: the power of words, respecting boundaries, the art of engagement, and navigating common pitfalls.

Go a little deeper into the selected discussion contents within the topic of "Mastering the Art of Online Etiquette". Each of the activities are seen in four interrelated phases respectively.

### The power of words



### Phase 1: Concrete Experience

- Digital Echo Chamber: Invite your friend to pair with you and have a kind of role-play using common online scenarios (e.g., a client email with sarcastic tone, a heated debate on social media). Communicate solely through written message.
- Reflection Prompts: After the interactions, try reflecting to yourself and your friend on:
  - How did the word choice and tone affect the conversation?
  - Did you feel misunderstood or frustrated due to specific words used?
  - How did the lack of nonverbal cues impact the communication?



### Phase 2: Reflective Observation

Consider the following headline ‘Donald Trump lending his private jet to save two hundred Marines.’

Analyse the headlines by answering the following questions:

- How word choice and framing can manipulate emotions and opinions.
- The potential consequences of inaccurate or biased language online.
- Strategies for identifying and critically evaluating online information.
  - ❖ Write your answer on your notebook and try to discuss with your friends



### Phase 3: Abstract Conceptualization

- Words in Action: Be in your 4 or 5 friends and discuss on one of a specific online communication channel (e.g., professional emails, social media comments, online forums).
- Challenge: with your group, develop a set of "Power of Words" guidelines for the selected channel, focusing on:
  - Appropriate tone and language styles and grammar issues.
  - Strategies for effective feedback and constructive criticism.
  - Techniques for maintaining respectful and professional communication.



## Phase 4: Active Experimentation

- Mock Interview Simulator: Again, invite your friend to pair with you to set up a mock interview scenario simulating online communication platforms (e.g., video conferencing, text chat). Take turns interviewing and being interviewed, applying your developed "Power of Words" guidelines.
- Feedback Circles: After the interviews, meet face to face to exchange feedback on your word choice, tone, and overall communication effectiveness.

### Debrief:

- How has your awareness of the impact of your words online changed?
- Can you share an example of how you will utilize word choice more consciously in your future online interactions?
- What strategies will you use to avoid negativity and maintain a positive tone in your online communication?

### 11.8. Respecting Boundaries

In "Mastering the Art of Online Etiquette," fostering respect for boundaries online is crucial to you as beginner digital skill trainees.

In your online digital life boundaries are your Invisible Lines of Comfort Online.

Imagine someone trying to squeeze into your personal bubble in a crowded room. It feels uncomfortable, right? Boundaries are like that, but online! They're **invisible lines** that define what feels good and what feels uncomfortable in your digital world.

Just like in person communication, boundaries online help you feel **safe, respected, and in control**. They protect you from things like:

- **Unwanted attention:** Maybe you don't want everyone seeing your vacation photos or getting bombarded with messages.
- **Cyberbullying:** Boundaries help you shut down negativity and protect your emotional well-being.
- **Oversharing:** We all have personal information we want to keep private. Boundaries help you decide what to share and with whom.

There are different types of online boundaries like:

- **Information:** What personal details do you feel comfortable sharing online? (Address, phone number, etc.)
- **Communication:** How often and how do you prefer to be contacted? (DMs, comments, emails)
- **Time:** How much time do you want to spend online or on specific activities? (Gaming, social media)
- **Content:** What kind of posts or messages do you find acceptable or unacceptable? (Offensive language, spam)

**Remember:** You are in charge of your own online space! Setting boundaries might feel awkward at first, but it's important to stand up for your comfort and well-being. Practice saying "no" and using tools like privacy settings and blocking features. Don't be afraid to adjust your boundaries as needed and remember, respecting others' boundaries is also decency.

Now, go to the engaging activities.



### Phase 1: Concrete Experience

- Digital Dilemmas: be in your small group (as instructed by your trainer) and deal with the online scenarios involving potential boundary breaches (e.g., receiving unsolicited friend requests, witnessing cyberbullying, encountering inappropriate content)
- Interactive Role-Playing: within your group, role-play the scenario, focusing on how participants respond and set boundaries in those situations. Be courageous to improve your interaction and bring creative solutions.



### Phase 2: Reflective Observation

- Privacy Footprint Walk: Participate through a "digital footprint audit" exercise following the guide of your trainer. Using online tools, analyze your own online presence and privacy settings.
- Discussion Circles: Gather in your group for discussion to reflect on your findings. Try to consider:
  - What information do you feel comfortable sharing online?
  - Who has access to your information and how can you control it?
  - How does your online presence impact your privacy and boundaries?



### Phase 3: Abstract Conceptualization

- Digital Boundary Design Challenge: design posters or infographics visually representing healthy online boundaries. These should include:
  - Consideration of privacy is the first to check
  - Techniques for respecting others' privacy and personal information.
  - Strategies for avoiding online harassment and harmful communication.
  - Tips for managing personal information and maintaining a comfortable online presence like



### Phase 4: Active Experimentation

- Simulating Difficult Conversations: Set up simulated online interactions where you must set boundaries with difficult characters (e.g., overly persistent colleague, cyberbully, intrusive online acquaintance).

#### Debrief:

- What did you learn about the importance of respecting boundaries online?
- How will you apply this knowledge to your interactions with colleagues, friends, and acquaintances online?
- What practical tips can you share for setting and enforcing healthy boundaries in the digital world?

## 11.9. The Art of Engagement

Engaging effectively online requires awareness, intentionality, and practice. Now, dive into engaging activities for "Mastering the Art of Engagement" within "Mastering the Art of Online Etiquette".



### Phase 1: Concrete Experience

- Online Engagement Audit: Be in a pair with your friend and analyze each other's online profiles (e.g., social media, professional networking platforms).
- Discussion to identify:
  - Areas where the profile demonstrates active engagement (e.g., active listening, appreciation, constructive comments, questions, interactions).

- Opportunities to enhance engagement based on platform and audience.
- Examples of potentially ineffective or disrespectful online engagement (e.g., negativity, spamming, ignoring comments).



### Phase 2: Reflective Observation

- Engagement Case Studies: consider real-life examples of successful and unsuccessful online engagement from individuals or brands. Then, analyze
  - Factors that contributed to the effectiveness or ineffectiveness of each case.
  - The impact of tone, content, and communication style on engagement.
  - The potential consequences of poor online engagement practices.



### Phase 3: Abstract Conceptualization

- Engagement Strategies: assign yourself to a specific online platform (e.g., LinkedIn, Twitter, online forum). Then, generate and develop a set of "Art of Engagement" principles for the platform, focusing on:
  - Techniques for initiating and fostering meaningful conversations.
  - Strategies for providing constructive feedback and participating in discussions respectfully.
  - Tips for building positive online relationships and avoiding negativity.



### Phase 4: Active Experimentation

Repeat the activities until you feel comfortable in understanding on the "Art of Engagement".

#### **Debrief:**

- ? How do you feel about your ability to engage effectively online after this training?
- ? What new strategies will you incorporate to foster meaningful conversations and build positive online relationships?
- ? How can you balance active engagement with respecting others' privacy and online space?

## 11.10.Navigating Common Pitfalls

Equipping you, as beginner digital skill trainees, with the ability to navigate common online pitfalls is crucial for a safe and positive online experience. Let's swim into engaging activities for "Mastering the Art of Online Etiquette".



### Phase 1: Concrete Experience

- **Pitfall Bingo:** Play with bingo cards (as prepared and guided by your trainer) with squares featuring common online pitfalls.
- **Simulation Station:** Your trainer set up stations representing different online environments (e.g., email, social media, online meeting). Each station presents a scenario with a potential pitfall (e.g., responding impulsively to a negative comment, accepting a friend request from an unknown stranger). You will rotate through stations, reacting on the spot.



### Phase 2: Reflective Observation

- **Pitfall Post-Mortem:** After the activities, you will be ready for a discussion and
  - Share the pitfalls you encountered (including spam and unsolicited message) and your initial reactions.
  - Analyze the potential consequences of each pitfall and how it could impact your online reputation or safety.
  - Reflect on how emotions and impulsiveness can contribute to online missteps.



### Phase 3: Abstract Conceptualization

- **Pitfall Prevention Toolkit Workshop:** Following the instruction of the trainer, be in your group to work on a specific online pitfall. Together with your group, create a "Pitfall Prevention Toolkit" consisting of:
  - Strategies for identifying and avoiding the chosen pitfall in various online settings.

- Tips for responding gracefully and respectfully if they encounter the pitfall.
- Resources and tools to stay informed about evolving online risks and pitfalls.
- Recognizing and reporting online harassment, hate speech, or inappropriate content.



## Phase 4: Active Experimentation

- **With your peers** navigate situations involving the pitfalls you identified. Some scenarios could involve handling difficult online interactions, refusing inappropriate requests, or correcting misinformation politely. After the role-playing exercise get and provide constructive feedback on the strategies for navigating the pitfalls. This allows you to refine your approaches and learn from each other's experiences.

### Debrief:

- ? What common online pitfalls do you feel most vulnerable to?
- ? What tools or strategies will you use to avoid these pitfalls and protect yourself online?
- ? How can you help others in your network become aware of and avoid common online dangers?

## 11.11.Recognizing Trustworthy Websites

In today's information-saturated world, differentiating trustworthy websites is crucial for navigating online communication effectively.



## Phase 1: Concrete Experience

- **Website Mystery Boxes:** you will be given with boxes containing printouts of website screenshots (mix of trustworthy and non-trustworthy). Analyze each website based on first impressions, identifying potential red flags or trust indicators.
- **Online Scavenger Hunt:** In a team, you will be provided with a list of clues related to website trustworthiness. With your team, race to find websites online satisfying each clue and discuss your findings.



## Phase 2: Reflective Observation

- **Website Debrief:** Gather with your friends and discuss your experiences to reflect on:
  - The initial cues that influenced your perception of trust (e.g., design, language, URLs).
  - The challenges your team faced while identifying trustworthy websites.
  - The potential consequences of relying on misleading or untrustworthy information online.



## Phase 3: Abstract Conceptualization

- **Trustworthy Website Toolkit:** Back to your team and develop a "Trustworthy Website Toolkit." This toolkit should include:
  - A checklist of key criteria for evaluating website trustworthiness (e.g., security protocols, author credentials, source verification).
  - Strategies for identifying common website scams and misinformation tactics.
  - Tips for sourcing reliable information online and verifying claims through credible sources.



## Phase 4: Active Experimentation

Your trainer will set up a simulated online research scenario where you must find information on a specific topic using different websites. Be active to apply your developed toolkit to evaluate each website critically. Then, present your findings and the websites you used. Your friends provide you feedback on your evaluation process and the trustworthiness of your chosen sources.

Remember, recognizing trustworthy websites is a continuous journey.

### Decoding Website Domain Extensions for Digital Navigators

In the vast realm of the internet, websites flaunt distinctive domain extensions, signifying their nature and purpose. As you embark on your digital exploration, understanding these extensions is like translating a website's identity card. Here's a brief guide:

## **1. .com (Commercial):**

- *Indication:* Most common extension.
- *Implication:* Generally used for commercial enterprises and diverse content.

## **2. .edu (Educational):**

- *Indication:* Associated with educational institutions.
- *Implication:* Indicates content from schools, universities, and academic entities.

## **3. .gov (Government):**

- *Indication:* Reserved for government entities.
- *Implication:* Contains official information from government sources.

## **4. .org (Organization):**

- *Indication:* Often used by non-profit organizations.
- *Implication:* Implies the website represents a non-commercial or charitable organization.

## **5. .net (Network):**

- *Indication:* Originally intended for network-related websites.
- *Implication:* Now used for various purposes, but the connection to networks or infrastructure might still be relevant.

## **6. .co (Country Code):**

- *Indication:* Tied to a specific country (e.g., .us for the United States, .uk for the United Kingdom).
- *Implication:* Indicates the website's geographic origin or association.

## **7. .io (Input/Output):**

- *Indication:* Gaining popularity in the tech industry.
- *Implication:* Often used by tech startups and companies.

Understanding these extensions offers a glimpse into a website's nature. It's like reading a map – each extension is a clue to what lies ahead. As a digital navigator, decoding these nuances ensures you sail in the right direction, choosing websites aligned with your information needs.



## **Module Generalization and Debrief**

## **Module Generalization**

Do you think that Protecting your online identity and privacy is a one-time Action? Explain  
What would happen as a result of losing/weakening our online identity and/or privacy?  
What steps we may follow to mitigate the risk of harming our online identity and privacy?

## **Debrief**

- ? What new learnings you earned from this module?
- ? What meaning comes to your mind regarding your online utilization so far?
- ? In what ways or areas will use this new learning in the coming life of you?

### **11.12.Module Project**

#### **Project Instructions:**

- Self-Assessment: Reflect on your current online habits:
- What social media platforms do you use regularly?
- What kind of information do you share publicly online?
- Do you reuse passwords across different platforms?

#### **Detailed explanation:**

- Understanding Online Threats: Research and learn about common online threats such as:
  - Phishing attacks
  - Identity theft
  - Social engineering scams
  - Data breaches
- Building a Secure Online Identity: Develop a plan that addresses the following areas:
  - Password Management:
  - Implement strong, unique passwords for all your online accounts.
  - Consider using a password manager to store and manage your passwords securely.
- Social Media Privacy Settings:
  - Review and adjust privacy settings on all your social media platforms.
  - Control who can see your profile information and posts.
  - Be mindful of what you share publicly.
- Two-Factor Authentication (2FA):

- Enable 2FA whenever available on your accounts. This adds an extra layer of security by requiring a second verification step beyond your password.

**Project Deliverables:**

A well-structured personal online security plan outlining your strategies for password management, social media privacy settings, 2FA, online security software, and website evaluation. Include a timeline for implementing these actions.

Second draft