“Digital Literacy : A Modern Approach.”

**Chapter 1: Intruduction**

1.1 What is Digital Literacy

1.2 Important in the Modern Era

**Chapter 2: Tools and Applications**

2.1 MS Office Suite

2.2 Online Collaboration Tools

**Chapter 3: Future Trends**

3.1 AI and Digital Literacy

3.2 The Role of Cloud Computinbg