

The Digital Empowerment Kit

A Guide for ADS Volunteers | Presented by Ternafit



Welcome, ADS Volunteer!

Thank you for participating in the AI & Digital Literacy Training. This toolkit is your personal reference guide to help you remember and apply everything you learned. Keep it handy to confidently use digital tools to support your important work for Tigray's Civil Society.

Part 1: Glossary of Key Terms

- **Artificial Intelligence (AI):** Technology that enables computers and machines to simulate human intelligence and problem-solving capabilities. Think of it as a smart assistant.
 - **Generative AI:** A type of AI that can create new content, such as text, images, or summaries. Tools like Google's Gemini and ChatGPT are examples.
 - **Cloud Storage:** A way to save your files online instead of on your computer's hard drive. This allows you to access your files from any device and easily share them with others. (e.g., Google Drive).
 - **Phishing:** A type of cyber attack where criminals send fraudulent emails or messages pretending to be from a reputable company to trick you into revealing personal information, such as passwords or credit card numbers.
 - **Cybersecurity:** The practice of protecting your digital devices, accounts, and information from unauthorized access or attack.
 - **Collaboration Tools:** Software and platforms that help teams work together on projects from different locations (e.g., Google Docs, Google Sheets).
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Part 2: The Essential Toolbox (Links & Descriptions)

Here are the direct links to the essential tools we discussed.

Google Workspace: Your Core Collaboration Suite

- **Google Drive:** (drive.google.com)
 - *What it is:* Your secure online filing cabinet. Store, share, and organize all your files.
- **Google Docs:** (docs.google.com)
 - *What it is:* For writing and editing text documents, reports, and letters with others in real-time.
- **Google Sheets:** (sheets.google.com)
 - *What it is:* For creating spreadsheets to organize data, track project progress, or manage budgets.
- **Google Forms:** (forms.google.com)
 - *What it is:* For creating surveys, registration forms, or quizzes to collect information easily.
- **Gmail:** (mail.google.com)
 - *What it is:* A powerful email service for professional and secure communication.

AI & Content Creation Tools

- **Google Gemini:** (gemini.google.com)
 - *What it is:* Google's powerful AI assistant. Use it to brainstorm ideas, draft emails, summarize articles, translate text, and much more.
 - **Canva:** (canva.com)
 - *What it is:* An easy-to-use design platform for creating professional social media posts, flyers, and presentations, often with AI-powered features.
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Part 3: Quick-Start Guides (Your "How-To" Cheatsheets)

Guide 1: Staying Safe Online: 3 Golden Rules

1. **SPOT PHISHING ATTEMPTS:** Before clicking a link in an email, ask yourself:
 - **Sender:** Do I know this person/organization? Does the email address look strange?
 - **Urgency:** Is the email trying to rush me or make me panic? (e.g., "Your account will be deleted!")
 - **Links/Attachments:** Are there unexpected attachments or links? Hover your mouse over a link (don't click!) to see the real web address.
2. **CREATE STRONG PASSWORDS:**
 - Use a mix of **UPPERCASE**, **lowercase**, numbers (**123**), and symbols (**!@#**).
 - Make it long (at least 12 characters).
 - **Best practice:** Think of a simple, memorable phrase like "I love working for ADS in 2025!" -> **IlwfADS_in2025!**
3. **USE GOOGLE'S SECURITY CHECKUP:**
 - Visit myaccount.google.com/security-checkup regularly. Google will guide you through steps to make your account more secure.

Guide 2: How to Collaborate on a Report with Google Docs

1. **Create & Share:**
 - Go to docs.google.com and click + **Blank document**.
 - Give your document a title.
 - Click the blue **"Share"** button in the top-right corner.
 - Enter the email addresses of your teammates.
 - Choose their permission level: **"Editor"** (can make changes), **"Commenter"** (can only leave comments), or **"Viewer"** (can only read). Click **"Send."**
2. **Suggest Changes (Instead of Deleting):**
 - In the top menu bar, change the mode from **"Editing"** (pencil icon) to **"Suggesting."**
 - Now, any change you make will appear as a colored suggestion that the document owner can **Accept** or **Reject**. This is perfect for team reviews.
3. **Leave Comments:**
 - Highlight any text you want to discuss.
 - Click the + icon that appears on the right margin.
 - Type your comment and press **"Comment."** Your teammates will be notified.

Guide 3: How to Use Google Gemini to Draft a Professional Email

A "prompt" is simply the instruction you give to the AI. A good prompt gets a good result.

1. **Go to gemini.google.com.**
2. **Use the "Role, Goal, Format" Prompt Structure:**

- **Role:** Who should the AI act as? (e.g., "Act as a professional NGO volunteer...")
 - **Goal:** What do you want to achieve? (e.g., "...write an email to a potential partner organization...")
 - **Format & Details:** What should it include? (e.g., "...The email should be formal and brief. Introduce ADS, mention our new digital literacy program, and ask for a 15-minute introductory meeting next week.")
3. **Example Prompt:**
"Act as a volunteer for ADS. Write a professional and formal email to the director of 'Hope Foundation'. The goal is to introduce our new AI & Digital Literacy training program and ask for a brief 15-minute virtual meeting to discuss a potential partnership. Keep the tone respectful and concise."
4. **Review and Edit:** Gemini will generate a draft. **Always read it carefully** and edit it to add your personal touch and ensure all details are correct before sending.
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Part 4: Further Help & Contact

Your digital skills journey is just beginning! If you have any questions or need further assistance, please do not hesitate to reach out.

- **Contact Person:** [Yoseph Berhane / Ternafit Contact]
- **Email:** info@ternafit.org
- **Recommended Resource:** For free, easy-to-follow tutorials on Google tools, visit the Google Workspace Learning Center: <https://support.google.com/a/users>

Thank you for your dedication and hard work!