Digital Literacy 101

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Welcome to Digital Literacy 101! In this resource, we will review techniques and information to supplement the WIN Learning Digital Literacy Basics course.

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Computer Operations

The Mouse

The mouse is an important tool for communicating with computers. Another name for a mouse is a pointing device; it lets you point to objects on the screen and click on them, such as a <u>hyperlink</u>. Files and applications require a double click to open, which is two quick left clicks on the mouse or trackpad.

- Left Click
- Scroll Wheel
- Right Click
- Palm rest or body

<u>Hover</u>: the act of moving the mouse cursor over a clickable object. When hovering over links on a page, the link will change color.

1. Place your thumb on the desk / tabletop on the left side of the mouse.
2. Your index finger (pointer) should rest on the left button of the mouse.
3. Place the middle finger on the right button of the mouse.
4. Your ring finger and little finger (pinkie) should rest on the right side of the mouse.
5. Your palm should cup the end of the mouse gently.
6. The base of your wrist should rest on the desk.

Alternatives to a mouse:
1. <u>Trackball</u> - this device has a ball that rotates freely. You roll the ball with your thumb to move the pointer.
2. <u>Touchpad</u> - also known as a trackpad, a sensitive pad that allows you to control the pointer by making motions with your finger (more common on laptop computers).

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Computer Operations

My Computer Isn't Working, What Do I Do?

- Restart the computer and repeat the task you were trying to accomplish.

- If your computer is running slow, it is possible that there are too many programs running in the background. A restart would help with this issue.

- If your computer is still not running efficiently, seek a professional.

Practice Activity

1. Identify what kind of mouse or trackpad your device uses.

2. Practice the features on the mouse - right click, left click, the wheel.

3. Find the recycle or trash bin and open it up by double clicking.

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Internet Browsing

What Can You Do on the Internet?

- Communicate with anyone in the world
- Send an email
- Quickly find information / research
- Manage your bank accounts
- Online shopping
- Online trading
- Pay bills online
- Play online games
- Share pictures and videos
- Social media
- Sell something online
- Stream TV, movies and podcasts.

Streaming means playing live shows in real time

Practice Activity

1. Which Internet browser do you like to use? (Chrome, Firefox, Microsoft Edge)

2. Using your favorite browser, go to www.google.com and look up the following:

    a. Hiring events near me

    b. Job openings (in your city)

3. Try another browser. How are they different?

Digital Communication

What Not to Do When Communicating Online

- Do not insult others or use vulgar / inappropriate language
- Do not send spam
- Do not write in all uppercase - this makes it look like you are shouting
- Do not provide your username or password to anyone else
- Do not initiate or provoke "flame wars," which are emotional arguments on the Internet
- Do not post anything about anyone else on the Internet without their permission

What to Do When Communicating Online

- Use respectful professional language. A good rule of thumb is never write anything on the Internet that you wouldn't want your future employer to see.
- Remember employers can review company emails from any person at any time
- Use proper grammar and punctuation when sending work-related email
- Verify you are sending email to the right person before hitting the send button since you can't take it back
- Include additional contact information like your phone number in your email signature

Example email signature

Your Name
Job Title
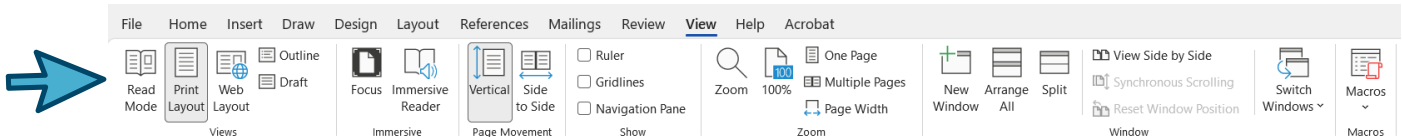Phone Number

Practice Activity

Create a personal email account
(if you don't have one)

Digital Documents

Tips & Tricks for Using Digital Documents

- When working in a Word Document, reduce eye strain with Read Mode. Click View, then click Read Mode.

- You can tell what type of documents you have on your computer from their file extensions. The file extension is the part of the file name after the period at the end. For example **.docx** is a text document, **.xlsx** is a spreadsheet and **.pptx** is a presentation
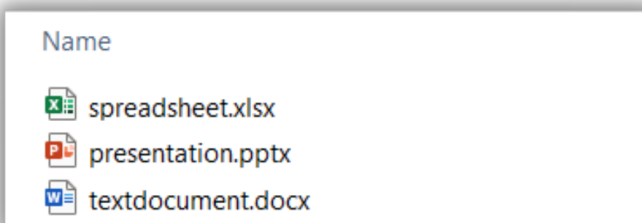
How to Take a Screenshot

- On a PC, open the Snipping Tool
- Select New
- Select the object you want to snip and use the mouse to draw around the object
- Select save symbol

Practice Activity

- Locate and open the word processor on your device, such as Wordpad, Microsoft Word or Apple Pages
- Practice typing a cover letter for a job application
- Explore the menu options inside the word processor such as changing font style or size

Digital Documents

More Tips & Tricks

- Establish a protocol for saving and storing your digital documents
- Store / save digital documents in the appropriate folder from the beginning so they are easy to locate
- File names should be brief and relevant
- Review your desktop and local document folder weekly to keep it organized
- Make decluttering a part of your routine
- Remember to back up your computer frequently

How to Create or Rename a Folder

- Locate the My Documents or Documents folder on your computer's File Explorer
- To create a folder, right-click inside your File Explorer then select New Folder
- Some operating systems have the File folder icon at the top of the window
- Click on it to create a new folder
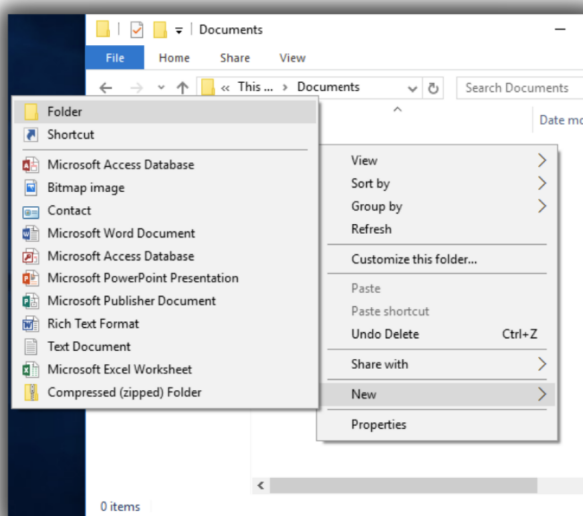
To rename a folder, right click the file folder, then select Rename
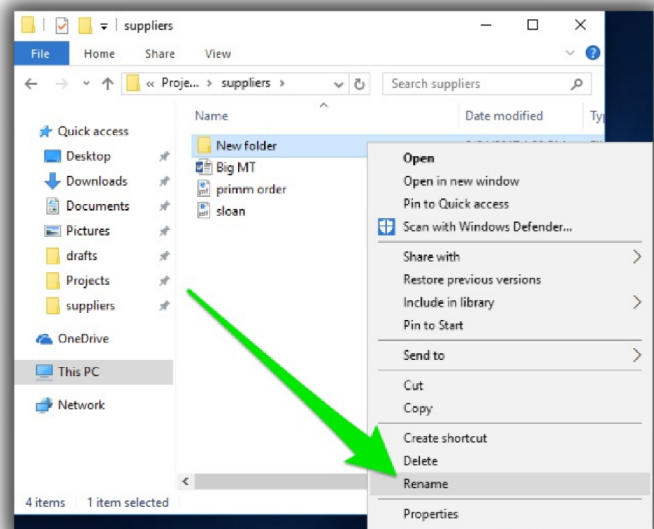
Digital Security

Tips to Protect Yourself Online

- Protect your privacy and identity from cybercriminals

- Use in-browser tools for website safety such as pop-up blockers

- Use trusted retailers to shop online

- Double check URLs for mispellings

- Check for HTTPS (the S stands for secure)

- Google the website and see if it is a scam site

Practice Activity

- Do an online search of yourself. What did you find? What kind of digital footprint have you created?

- Review your passwords. A strong password includes at least 8 characters, a capital letter, number and a symbol. Change any passwords that are not strong enough or that include the word "password."

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