

Module - 1

Functional Digital Literacy

INTRODUCTION

The Functional Digital Literacy module is designed to support women in various parts of India to learn the skills that will enable them to use digital technologies, including mobile phones, social media and internet.

The module is based on a global research project that has been running since 2012. It has been shown to be effective in improving women's lives in many countries around the world, especially when it comes to basic skills such as reading, writing and maths. The module will provide practical advice about using digital tools for learning, accessing healthcare, seeking and undertaking work and participating in community life. This includes guidance on how to share information online safely and securely, as well as how to use social media safely and effectively.



DISCLAIMER:

This work is licensed under a creative common Attribution 4.0 International License. You can modify and build upon this document non-commercially, as long as you give credit to the original authors and license your new creation under the identical terms.

Prepared by: Prabhav Jain

Design and layout by:

Published and distributed by: Digital Empowerment Foundation

Year of Publication: 2023

TRAINING METHODOLOGY

- Explanation: Short explanations to introduce benefits of a service
- Activity: Practical exercises using laptops, phones, knowledge kit
- Discussion: To encourage trainees to consider the relevance in their lives
- Recap: To reinforce lessons of each module
- Start with Basics: Though the trainees may be familiar with laptops, smartphones, internet and their uses, they will have gaps in their knowledge.
- Keep it simple: Use short and non-technical explanations.
- Make it relevant: Use personal interests to keep trainees engaged.
- Encourage Action: Focus on getting trainees onto the laptop/ phone to practise.
- Appreciate Trainees: Reward the trainees with regular positive encouragement.
- Interact with Trainees: Encourage two-way communication between the trainees and their trainer.
- Easy to Digest: The content is divided into byte sized learning material to encourage conducting training in shorter durations.

LEARNING OUTCOME

This module will introduce the learner on how to operate Laptop/ PC, Smartphones, Internet, use social media and explore the functionalities of the same.

DURATION

16 Hours

DEMONSTRATION

Explaining the content by providing hands-on training

RESOURCES REQUIRED

Laptop, smartphone, internet connection, handouts of the training content.

TABLE OF CONTENTS

| | |
|---|-----------|
| Pre-Assessment | 07 |
| Unit 1: Smartphones | 09 |
| Introduction to Smartphone | 09 |
| Uses of Smartphone | 09 |
| Basic functions of a smartphone | 10 |
| 1. Charging your Smartphone | 11 |
| 2. Basic controls | 12 |
| 3. Settings in Smartphone | 12 |
| Unit 2: Identifying Symbols on Smartphones | 18 |
| Smartphone Symbols | 18 |
| Unit 3: Internet | 19 |
| Introduction to Internet | 20 |
| Meaning of Internet | 20 |
| Applications of Internet | 20 |
| Working of Internet | 21 |
| 1. Website | 22 |
| 2. Weblink/ URL (Uniform Resource Locator) | 22 |
| 3. Web Browser | 23 |
| 4. Apps | 23 |
| Search on the web | 24 |
| Unit 4: Using Applications in Smartphones – Part 1 | 25 |
| Using Camera | 28 |
| Google Assistant | 28 |
| Saving a Contact Number | 29 |
| Finding the Contact number | 29 |
| Unit 5: Email | 30 |
| Composition of an email | 31 |
| Steps to create an email account | 31 |

| | |
|---|-----------|
| Unit 6: Using Applications in Smartphones – Part 2 | 36 |
| Messaging in Smartphone | 37 |
| Using Messaging App – WhatsApp | 38 |
| Share your live location | 38 |
| Signing into Apps | 39 |
| Phone Calling | 40 |
| Web Browsing on Smartphones | 41 |
| Unit 7 - Understanding Computer and Laptop | 42 |
| Introduction to Computer | 43 |
| Hardware and software | 43 |
| Managing Softwares and Files on Computer | 44 |
| Unit 8: Uses of Computer | 47 |
| Benefit of Computer to you | 48 |

PRE-ASSESSMENT

Ask the following questions from trainees in order to know more about them.

1. Can you do basic reading and writing? **Yes / No**
2. Do you know what is computer or laptop? **Yes / No**
3. Do you know how to use computer or laptop? **Yes / No**
4. Do you have your own smartphone? **Yes / No**
5. Do you know how you can browse any information on internet? **Yes / No**
6. Do you have any email id or social media account such as Facebook, Instagram or WhatsApp? **Yes / No**
7. Do you know how to watch videos online? **Yes / No**

UNIT 1

Smartphones

UNIT 1: SMARTPHONES



Introduction to Smartphone

A smartphone is a mobile phone that has features of both a mobile phone and a computer and can perform advanced functions. It comes with various applications (called 'Apps'), internet access and an operating system that has fast computational abilities. You can use smartphone just by touching on the screen instead of using the buttons.

Notes to trainer: Tell each part of the smartphone to the participants using the flashcard.

Uses of Smartphone

Mobile phones can now do much more than what feature phones could. They have become minicomputers, with phone capabilities. Smartphones are similar to tablets, with the additional functionality of the feature phones.



Basic functions of a smartphone

Notes to Trainer: Ask participants to bring their smartphones and charger. Explain it to participants showing an actual smartphone.

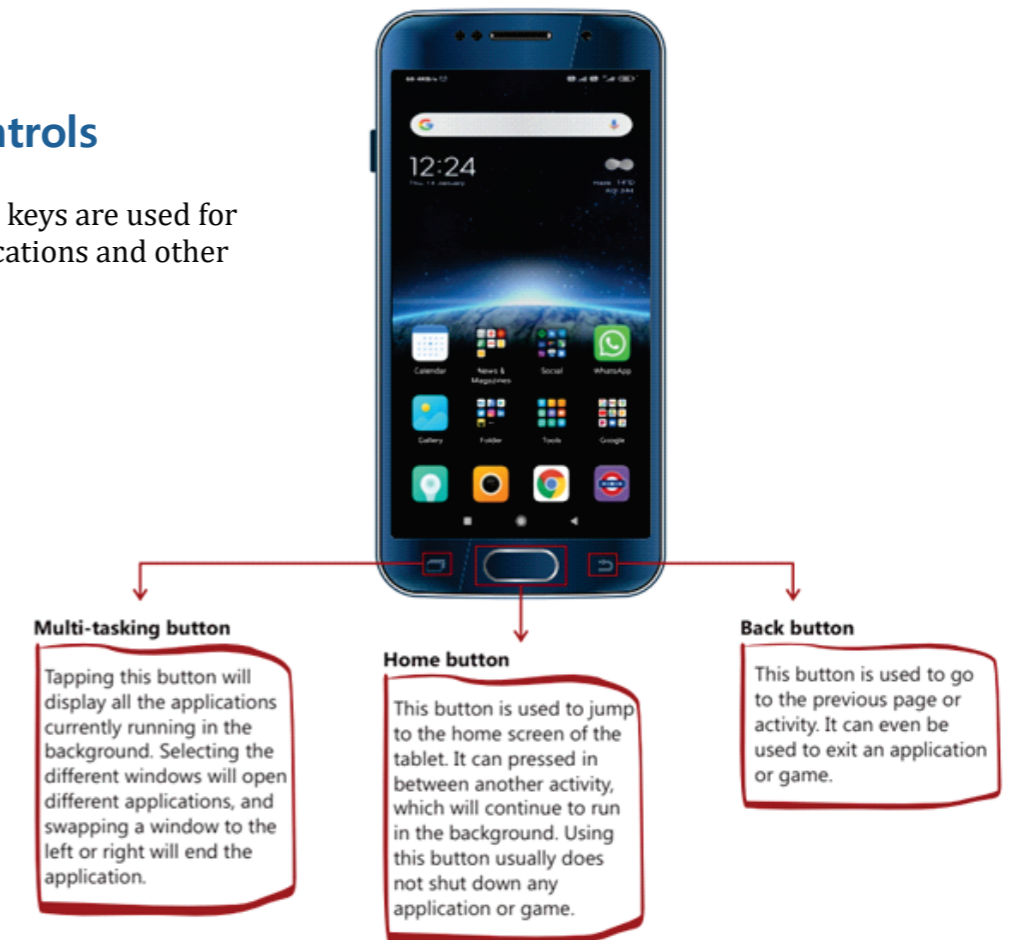
1. Charging your Smartphone

Before you turn your Android Phone ON, it is better to charge it completely. To charge your phone, use the following steps:



2. Basic controls

The basic control keys are used for controlling applications and other basic commands.


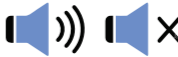






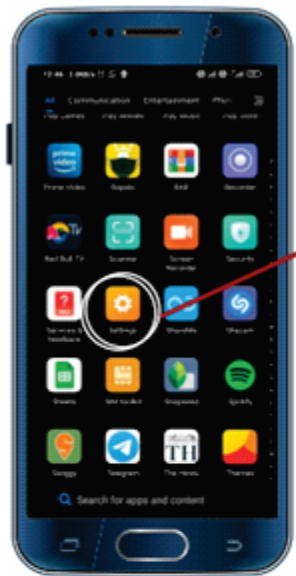
3. Settings in Smartphone

Notes to trainers: Share flashcards (red ones) with participants for reference. Below that explain the settings content to participants practically

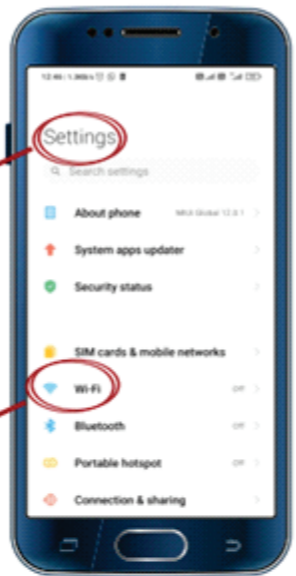
Types of Settings on your phone

Settings: It allows you to change various settings on your smartphone like:

- Network & Internet: Wi-Fi, Aeroplane mode, Hotspot 
- Adjust sound: Volume, Vibration or Do not Disturb mode 
- Manage Storage 
- View Battery Usage Data 
- Connect devices through bluetooth 
- Change Display Settings: Style, Wallpapers, Screen Timeout, Font Size
- Privacy Setting: Control app permissions to access your data 

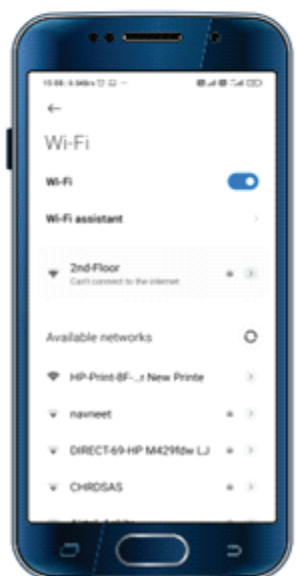


Settings
Click on the 'Settings' icon on the main menu screen

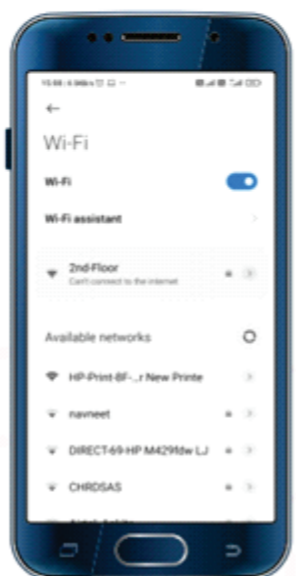


On opening the settings, you will be able to see a list of phone options that you can change

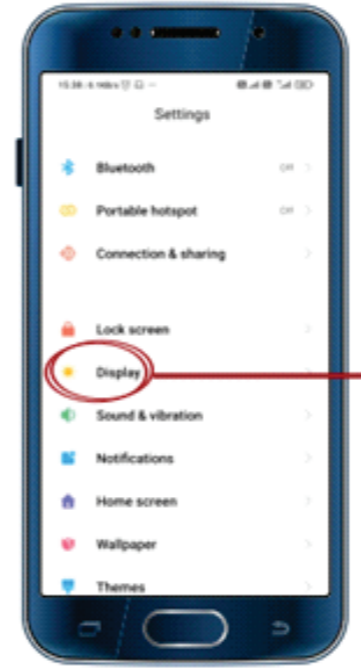
Wifi
Turn on the Wi-Fi, click on the Wi-Fi tab and then the circular button that appears when you click the Wi-Fi option.



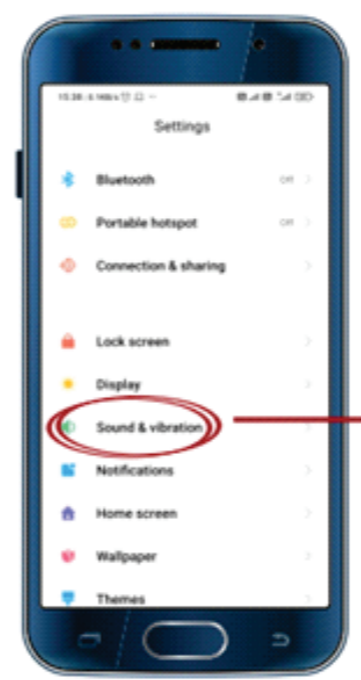
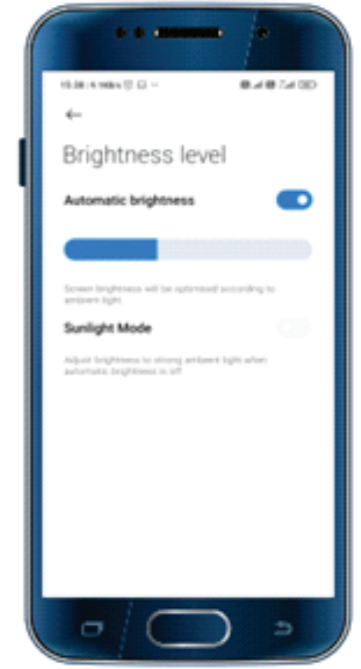
Wifi
It will search for any Wi-Fi connections available and show the list of networks in the region. You can click on the network that you want to use.
If it is a password secured network, it will ask you to enter the password. Once the connection is made it will connect you to the Wi-Fi and you will be able to use the internet.



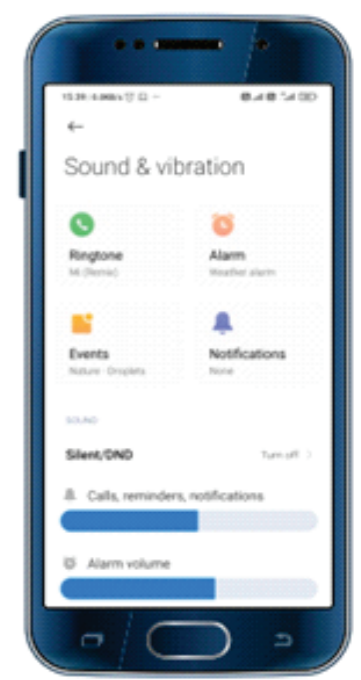
Display & brightness
You can adjust the brightness of the screen using this option. You can also adjust the size of the text to be viewed.

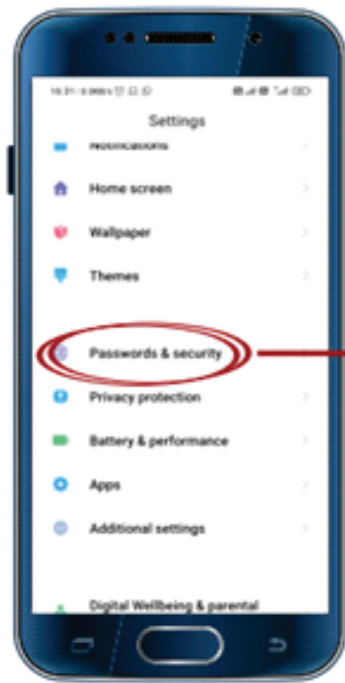


Display & brightness
You can adjust the brightness of the screen using this option. You can also adjust the size of the text to be viewed.



Sound & notification
You can adjust the level of the volume of ringtone or alarm or music; set your preferences on call ringing, and set the ringtone of your phone.

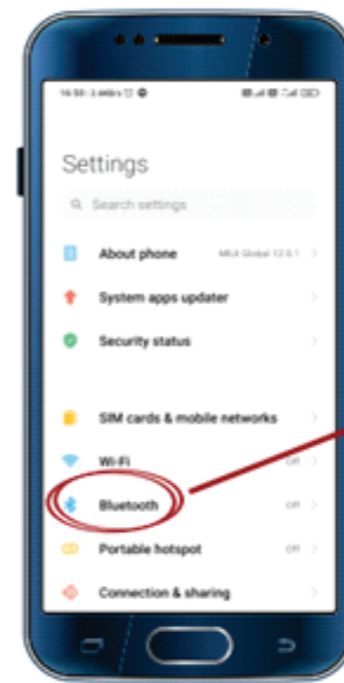
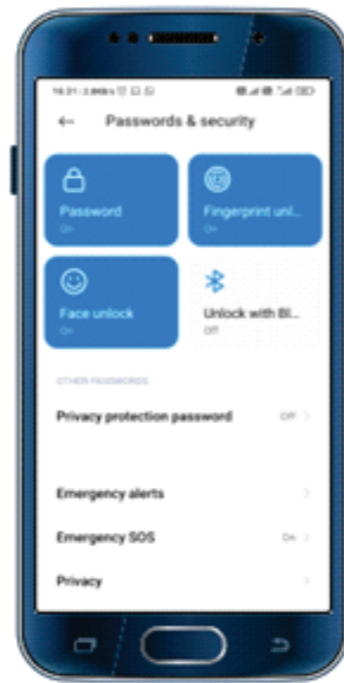




Security

It is important to keep your phone secured, by keeping the phone locked and setting up a password or PIN to open it by clicking on Screen Lock or adding your Fingerprint to secured your phone.

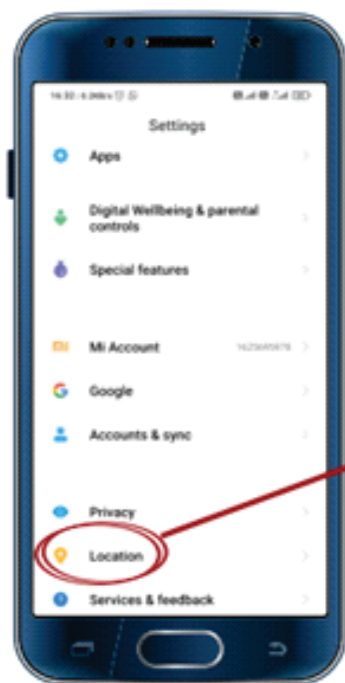
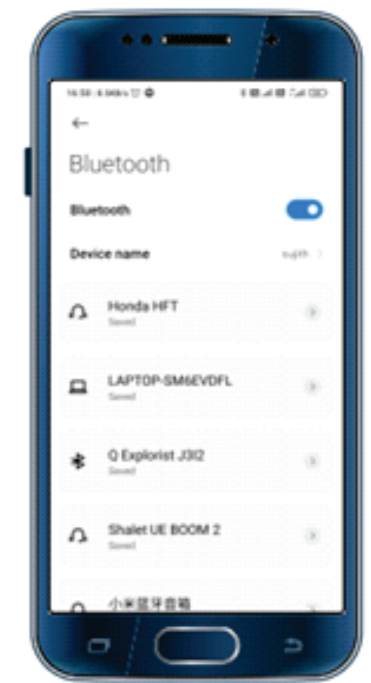
You can also lock some applications in a similar way by clicking the App Locker.



Bluetooth

To transfer pictures, music or any media you can choose the Bluetooth option.

Click on the circular option to switch it on. Once the Bluetooth is on, you can connect with someone else's Bluetooth to transfer files or play music if connected to a speaker that has a Bluetooth option

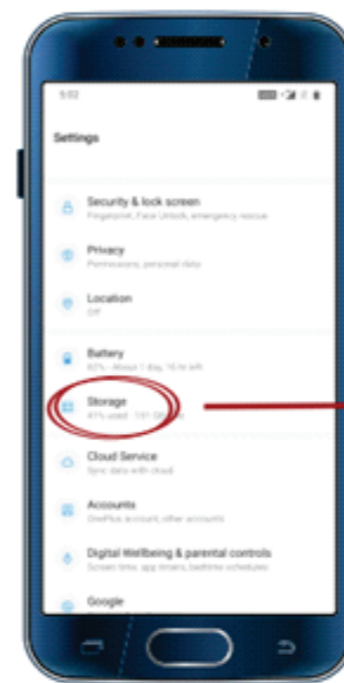
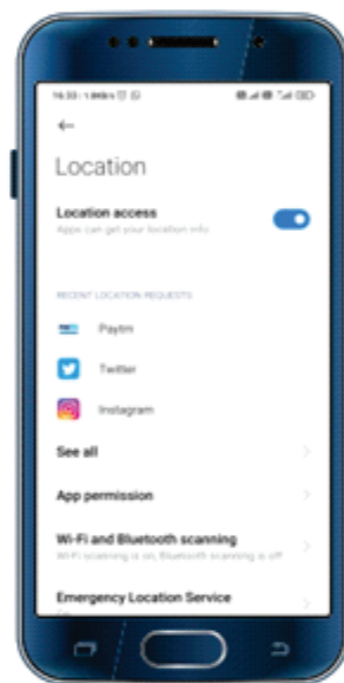


Location

With the use of Google Maps, going from one place to another has become easier.

Google Maps look for the current location and guides you with the directions to the place where you wish to go.

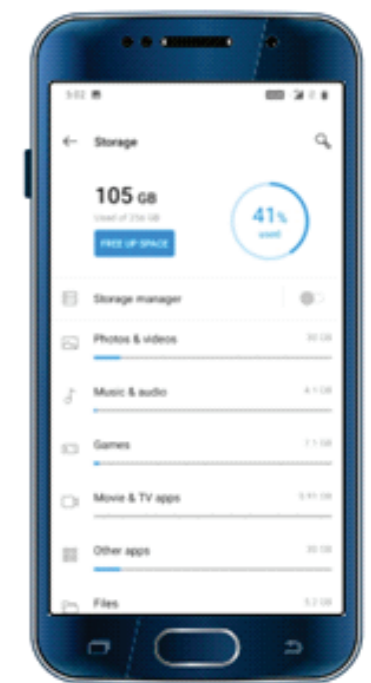
For the map application to be able to identify the location, you must turn on the "Location" in the location settings.



Storage and memory

Click on the Storage and Memory option to check the usage of space in your phone.

You can click on Storage option to check how much space is occupied by the Apps, Images, Videos or any other data in your phone.



UNIT 2

Identifying Symbols on Smartphones

UNIT 2: IDENTIFYING SYMBOLS ON SMARTPHONES



Smartphone Symbols

There are a lot of symbols which are common and generic to all the smartphones. These symbols help us identify a lot of different features smartphones has.











Notes to trainer: Show flashcard containing symbol and explain each symbol.

Identifying symbols on your smartphone

Before we begin, it is important that we know the functions of some important symbols on your smartphone.

-  **Action Overflow:** Displays a list of actions, similar to a menu
-  **Add:** Adds or creates an item. The plus symbol (+) may be used in combination with other symbols, depending on the app

Identifying symbols on your smartphone

- | | |
|--|---|
|  Close: Dismisses a card or clears text from an input field. |  Delete: Removes one or more items from a list or deletes a message |
|  Dictation: Lets you use your voice to dictate text or record your voice. |  Done: Dismisses an action bar, such as the text-editing action bar |
|  Edit: Lets you edit an item, add text, or fill in fields |  Favorite: Flags a favorite item, such as a contact or a web page. |
|  Refresh: Fetches new information or reloads |  Search: Searches the phone or the Internet for information |
|  Share: Shares information stored on the phone via email or social networking or other Internet Services |  Settings: Adjusts options for an app or your phone |

Activity 1 : Jigsaw Puzzle

Using Jigsaw Puzzle ask participants to match the symbol with its use.

UNIT 3

Internet

UNIT 3: INTERNET

Introduction to Internet

Various electronic devices today are connected to mobiles or computers; your mobile is connected to another computer anywhere in the world, and this way multiple devices are connected to multiple devices all over the world through some invisible signals.

Did you know:

It took the radio 38 years and the television only 13, but the internet reached 50 million users in only 4 years.

Meaning of Internet

- Global wide area network
- Connects computer systems across the world.
- Also referred to as 'The Net'
- Enabling worldwide communication and access to data resources through an extensive collection of private, public, business, academic and government networks
- Several high-bandwidth data lines are connected to major Internet hubs that distribute data to other locations, such as web servers and Internet Service Providers (ISPs).
- It is like invisible signals which allow you to perform various tasks.

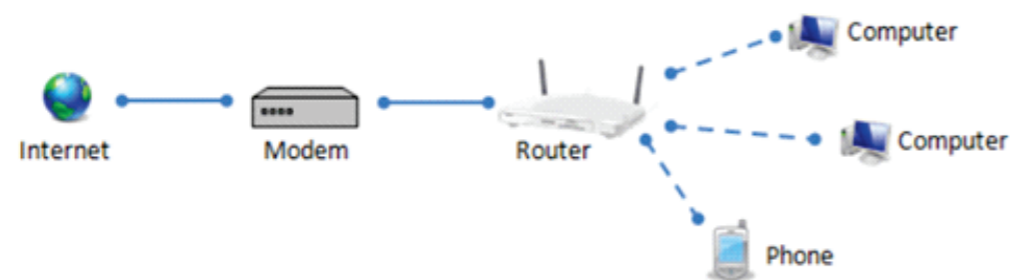
Applications of Internet



| | |
|--------------------------|--|
| Ecommerce | Do business with people anywhere in the world |
| Payments | Make online payments and operate your bank account sitting at home |
| Communication | Reach out to people anywhere in the world |
| Travel | Book travel tickets online |
| Browsing | Search for any information like government schemes, news, new recipe, school project etc |
| Shopping | Do online shopping |
| Job Search | Search for jobs online |
| Social Networking | Do video calling and talk to anyone from anywhere quickly |

Working of Internet

- For anybody to connect to the internet, you need a computing device, a connection device and an Internet Service Provider (ISP).
- You can use wires to connect to the internet or an access point (AP) for wireless connectivity.

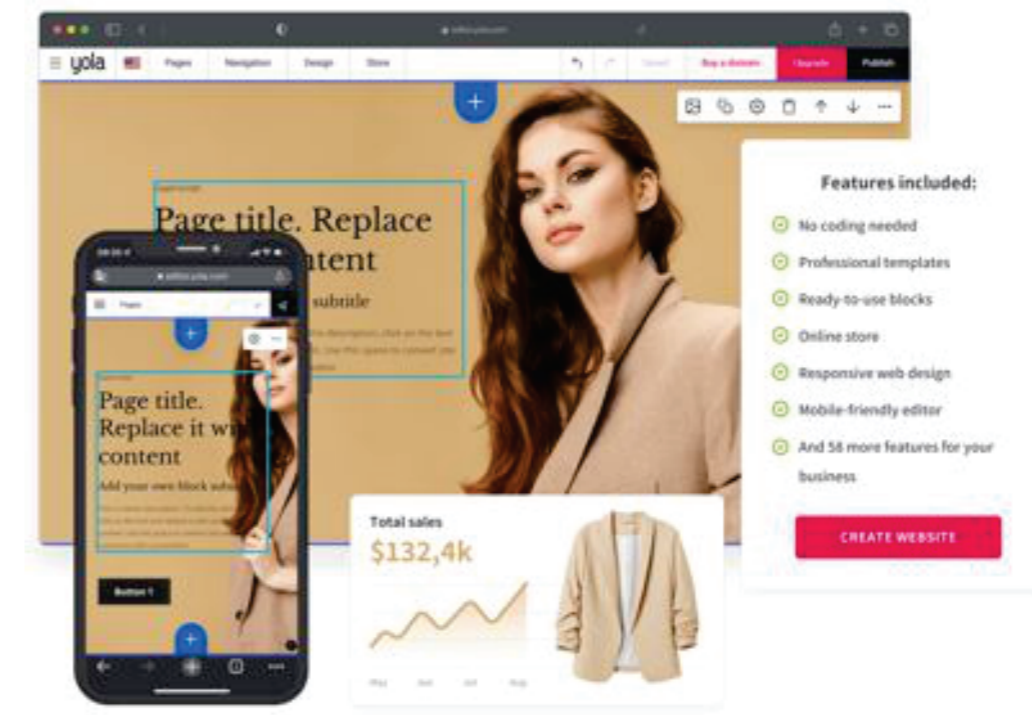


For using internet, you need to know some of the important elements like:

- Website
- Web Link/URL (Uniform Resource Locator)
- Web Browser
- Apps

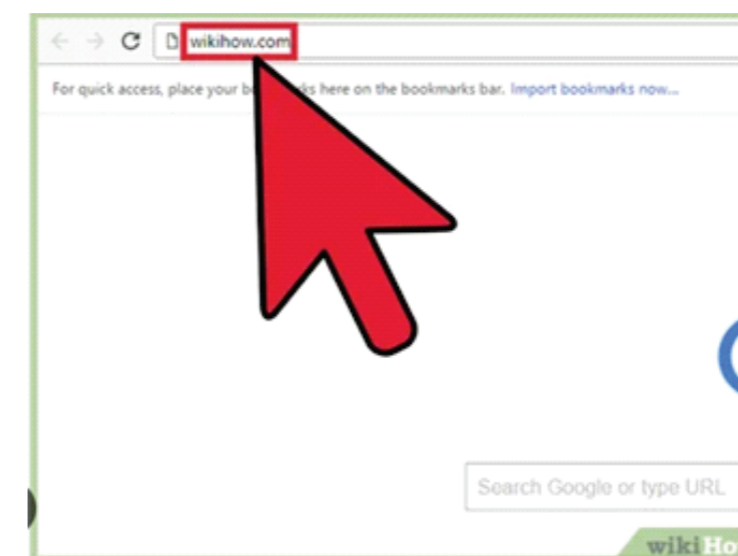
Notes to trainer: Show all these components on your system to participants.

1. वेबसाइट



A website is a collection of webpages containing information that you are looking for. Websites are owned by governments, organisations or individuals. For example: www.google.com

2. Weblink/ URL (Uniform Resource Locator)



A Weblink takes you to another web page. Weblinks are like the address of a webpage. For example: <https://www.google.com/search/>

3. Web Browser



When you use the web, you can go through different web pages to look for information. Moving from one website to the another in search of information (audio, video, images, text etc.) is called browsing.

The application used to browse the internet is called a web browser. Some common web browsers are Internet Explorer, Google Chrome, and Firefox.

4. Apps

A mobile app is a software application developed specifically for use on small, wireless computing devices, such as smartphones and tablets, rather than desktop or laptop computers. You can access a lot of internet services directly from the smartphones using an app. For example: Facebook, Pinterest, IRCTC App etc.



Activity 2 : Identify Internet Component

Materials Required:

- A laptop/ smartphone
- Internet access
- Electricity access
- Printer

Procedure:

- Show trainees different flashcards you have.
- Ask them to identify those and what they can remember about that particular thing

Search on the web

Typing into a browser's search bar allows you to search the web. When you type into a search engine it looks at your text and provides you a list of web pages related to your search. Some of those web pages will contain information you need.



Activity 3 : Learn to use internet (20 minutes)

Materials Required:

- A laptop/ smartphone
- Internet access
- Electricity access

Procedure:

- Ask trainees to come and direct them with “How to open internet browser”
- Open Google Chrome
- Make them search following things: (Atleast 2 items by each participant)
 1. Prime Minister of India
 2. Date of birth of Prime Minister
 3. Total Population of India
 4. Current weather/ temperature in your city
- Make them download image of (Any one by each participant)
 1. National Bird of India
 2. National Animal of India
 3. National Flag of India
 4. Image of any monument of India

UNIT 4

Using Applications in Smartphones – Part 1

UNIT 4: USING APPLICATIONS IN SMARTPHONES – PART 1



What are apps?

'App' is short for application, which is another word for a computer program. Some apps are designed to be run on Smartphones and Tablets, and others can be downloaded.

Notes to trainer: Show the apps in the smartphone.

Smartphones support access to different applications that you can download from Google Playstore or App Store. There are some default applications available in smartphones. Let us understand how to use these applications.

Notes to trainer: Show it as Flashcard to Participants

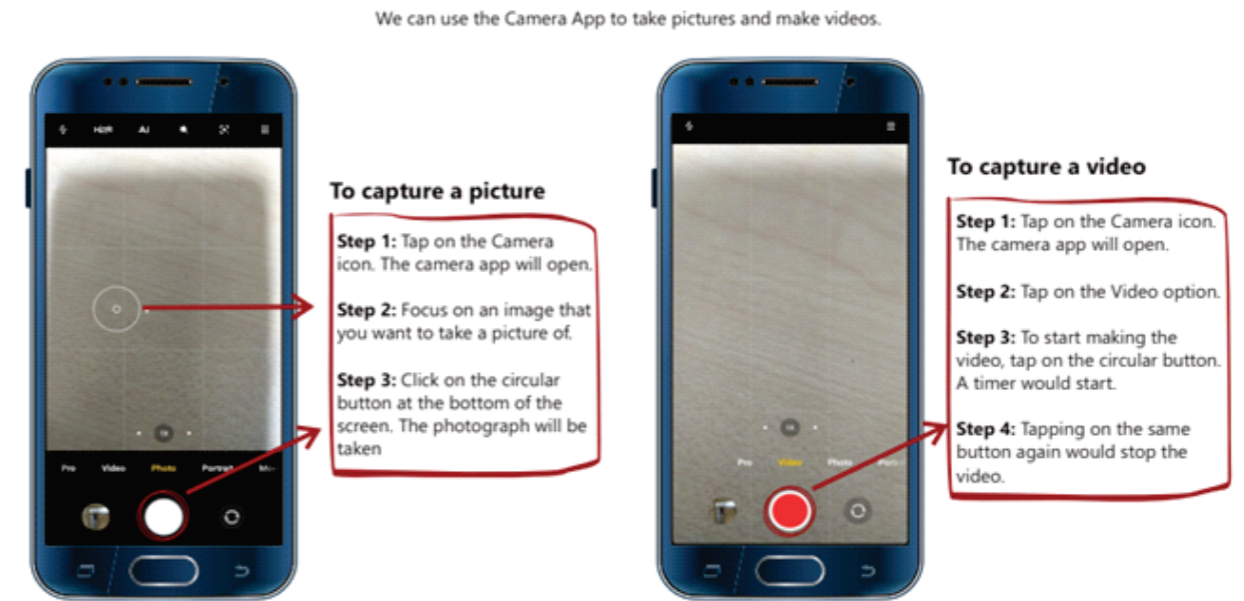




Activity 4 : Download Apps

- Ask participants to download Umang App from Playstore
- Ask participants to download MyGov App from Playstore
- Ask participants to download DD News / News on AIR App from Playstore
- Ask participants to download Gmail app if it is not in phone.

कैमरे का उपयोग करना



Activity 5 : Click a picture.

- Ask participants to click their selfie.
- Ask participants to click a picture with you and other classmates.
- Ask participants to make a video of their surroundings.

Google Assistant

Google Assistant is an artificial intelligence-powered virtual assistant developed by Google that is primarily available on mobile and smart home devices. It can engage in two-way conversations. Users primarily interact with the Google Assistant through natural voice, though keyboard input is also supported. The assistant is able to search the internet, schedule events and alarms, adjust hardware settings on the

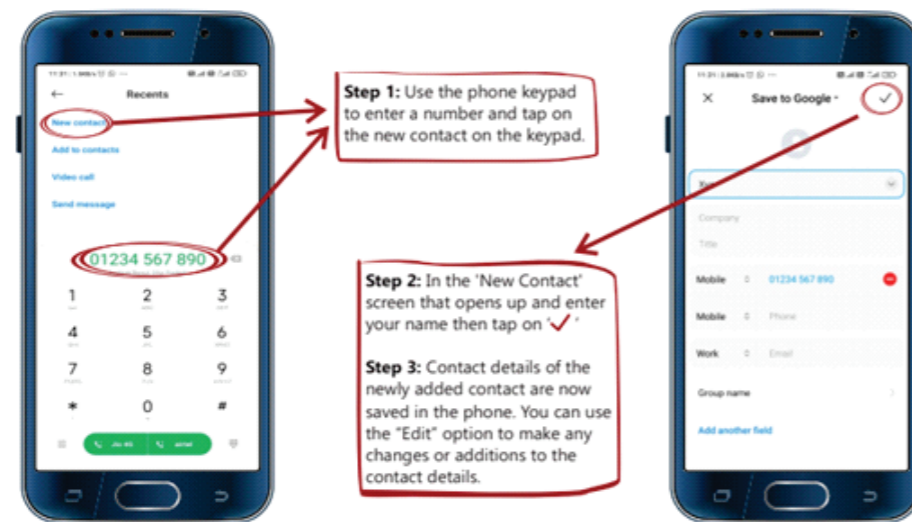


Hi, how can I help?

user's device, and show information from the user's Google account. Google has also announced that the Assistant will be able to identify objects and gather visual information through the device's camera, and support purchasing products and sending money, as well as identifying songs. You can access it with long press home on Android, Ok Google, or a squeeze on Pixel phones. Shuffle your favourite playlist, get the latest news, or play Bollywood trivia. You choose what to share with your Google Assistant.

Notes to trainer: Make participant command Google Assistant to work for them. Such as, "Ask weather", Ask distance of a nearby place. Use Google Assistant to help participants perform the below mentioned tasks.

Saving a Contact Number

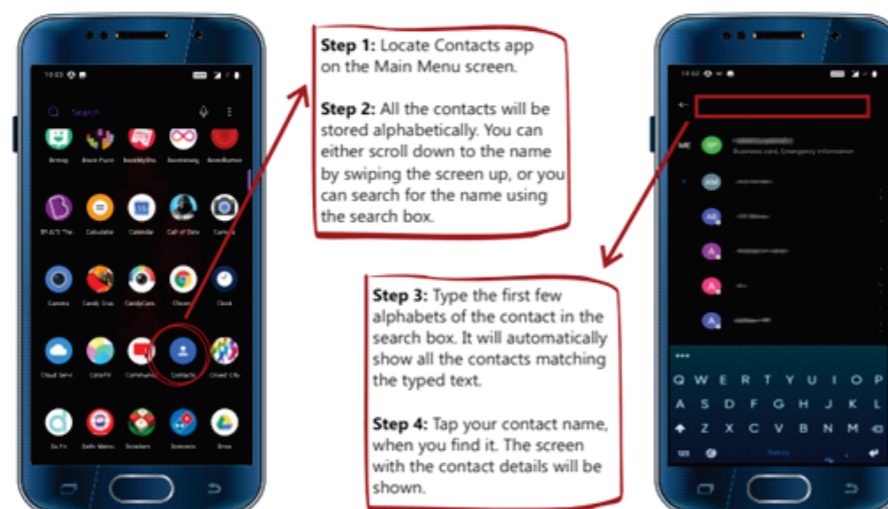


Activity 6 : Saving the contact.

- Ask participants to save your contact number.
- Ask participants to save contact numbers of their co-participants.

Finding the Contact number

e. Searching for a saved contact



Activity 7 : Find Contact

Ask participants to type and find the contact number of one their co-participant or yours

UNIT 5

Email

UNIT 5: EMAIL

Email, or electronic mail, is a very useful form of communication on the internet. You can use it for your personal use or professional use. You can send and receive information, documents, images, hyperlinks and more over your email address. You can send an email to all those individuals who have an email address.

There are many free email services available in the market like – Gmail, Yahoo! Mail, Outlook. com and Zoho.

Notes to trainer: Show participants different email service providers.

Presently, Gmail is the most widely used email services in the market. It is easy to use and comes with many useful and attractive features, tools and support services. Also, it is connected to other Google Applications like Calendar, Maps, Drive (for storage) etc. All applications are synced with each other and are free to use.

Composition of an email

janedoe@example.com

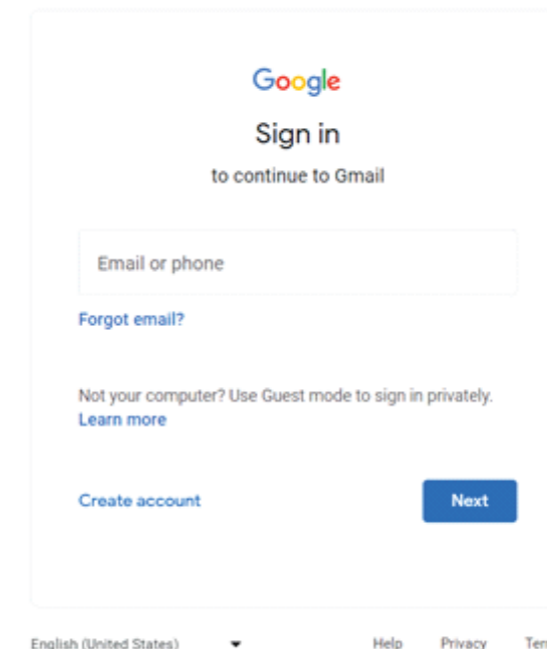
└── mailbox name ─┘ └── domain ─┘

- The first portion, the part before the @ symbol, contains the alias, user, group, or department of a company. In our above example, support is the Technical Support department at many organisations.
- The @ (at sign) is a divider in the e-mail address; it's required for all SMTP e-mail addresses.
- Then, the domain name to which the user belongs.
- Finally, “.com” is the TLD (top-level domain) for our domain.

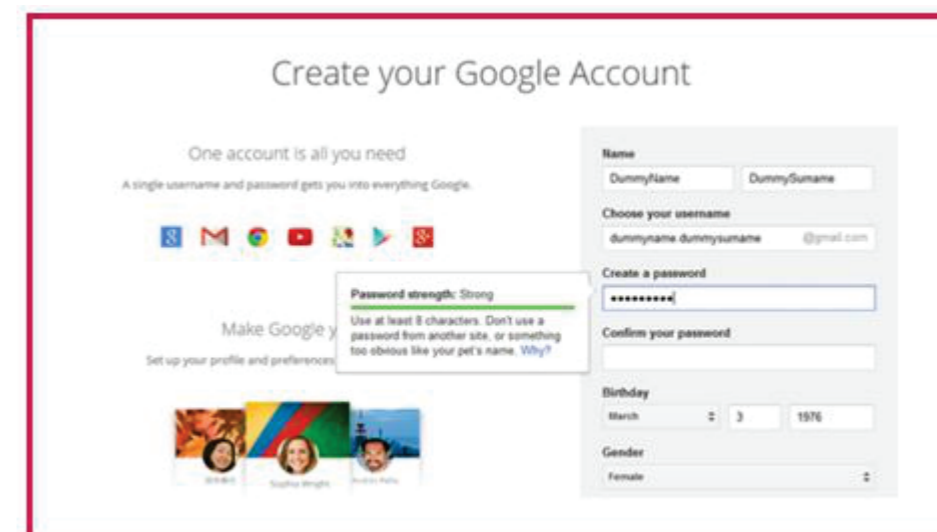
Steps to create an email account.

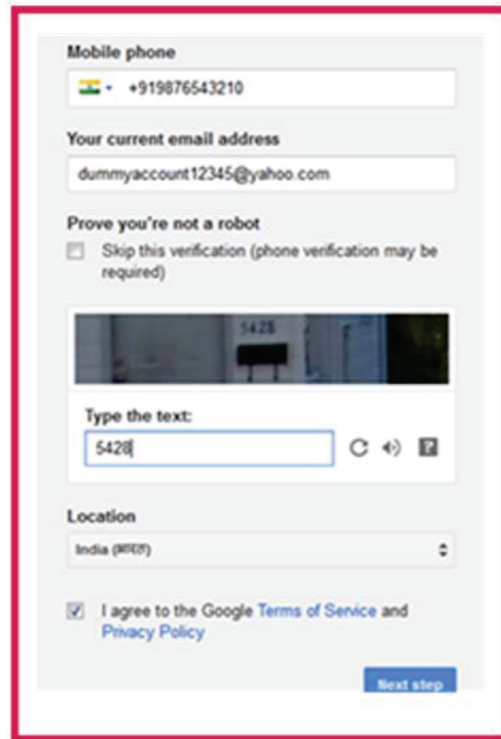
Notes to trainer: Show creation of Gmail account practically to participants

1. Visit to www.gmail.com. You will see a window asking you to sign up. If you have an account, you enter your email ID and password and click “Sign In” to enter the account. If you want to create a new account, select “Create Account”.



2. On the next screen, Enter your personal details like name, birthday, gender, mobile number etc.
3. Choose a simple username which is easy to remember, has your name and surname both if possible and some numbers if necessary. Simple usernames with your own name look more professional than something like sweet.girl@gmail.com.
4. Enter a password with at least 8 characters. You can use capital and small letters, numbers and also some special characters. A password is case-sensitive. So, remember which letters are capital and which are not. Try to choose passwords which are easy to remember for you but difficult to produce for others.
5. Enter your current email address if you already have an account as a recovery email. It can be with any email service like Gmail, Yahoo or Outlook. com.
6. Age and Captcha verification is necessary to prove that you are a human creating an email account and not some machine. This is an additional security measure. You can refresh the image and also hear it in audio if you don't find it easy to read.





7. Check if your location is set to your country, India in this case.
8. Agree to the Terms of Service and Privacy Policy. This is a required field without which the form will not be submitted. It means that you agree to have read and understood all terms and conditions behind using a Gmail account and its privacy policy.
9. Once done, your Gmail account will be created.

Activity 8 : Create email accounts.

Materials Required:

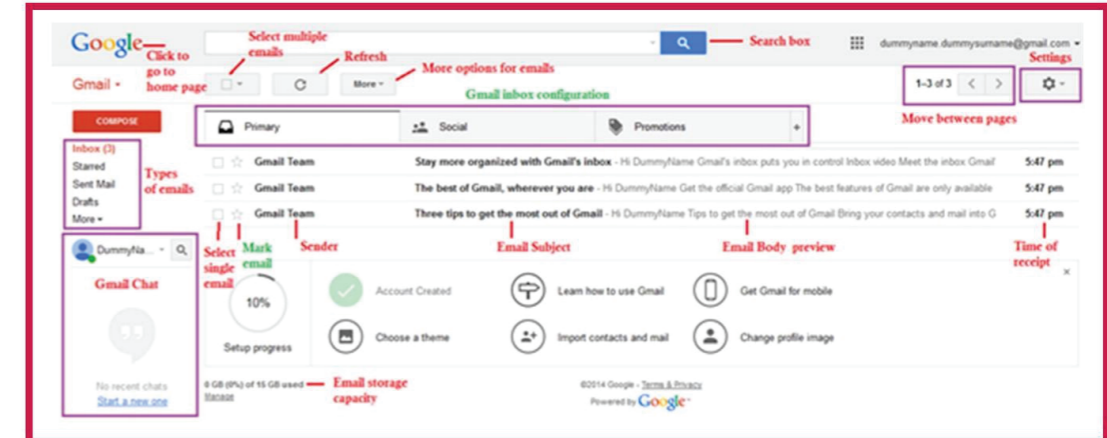
- Laptop
- Internet

Procedure:

- Ask participants to create their own Gmail Account

Explore Gmail

Gmail Home Page appears whenever you first log in to your email account. Any email program provides multiple types of email storage boxes like:



- **Inbox:** Consists of the emails sent to you.
- **Sent Mail:** Displays the emails sent by you.
- **Drafts:** Contains emails that have been created by you but have not been sent. Gmail auto-saves all emails you write and so if you do not send it, it will automatically be saved in 'Drafts'.
- **Starred:** Displays the emails that have been star-marked by you. We usually star-mark an email which we find important and might be needed for later reference.
- **Spam:** Contains emails sent by unknown senders in bulk, usually advertisements and sometimes problematic emails causing security problems. Open them carefully.
- **Trash:** Contains the emails that have been deleted by you. Deleted emails are saved for 30 days before they are completely deleted from the system.
- **More:** Explore the other categories like Chat, All Mail etc. on your own.
- **Gmail Inbox Configuration:** This is a new configuration offered by Gmail in which you can keep your main emails separate from the promotional stuff, social media updates, subscriptions and spam.
- **Contacts:** By clicking on "Contacts", we can see all the options as shown above. We can add new contacts, check starred contacts and create a new group like "College friends", "Family" etc.

You can see, several fields are required when sending an e-mail:

- The **'To'** field is where you type the e-mail address of the person who is the recipient of your message.
- The **'From'** field should contain your e-mail address.

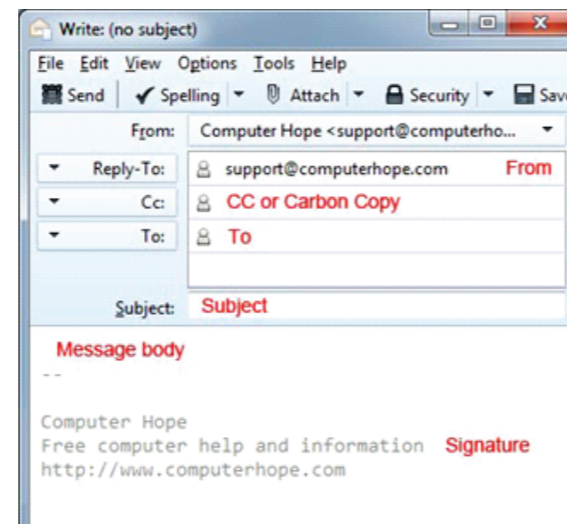
If you manually specify more than one recipient (as in a group e-mail), the addresses should be separated by a comma and a space, or by pressing the Tab key.

The **'Subject'** should consist of a few words describing the e-mail's contents. This field is optional.

The **CC ("Carbon Copy")** field allows you to specify recipients who are not direct addressees (listed in the "To" field). For instance, you can address an e-mail to Jeff and CC Linda and Steven. Although the e-mail is addressed to Jeff, Linda and Steven also receive a copy and everyone can see who received the e-mail. This field is optional.

The **BCC ("blind carbon copy")** field is like CC, except the recipients are secret. Each BCC recipient will receive the e-mail but will not see who else received a copy. The addressees (anyone listed in the "To" field) remain visible to all recipients. This field is optional.

Finally, the **Message Body** is the location you type your main message. It often contains your signature at the bottom, similar to a handwritten letter.



Activity 9 : Sending Mails

Materials Required:

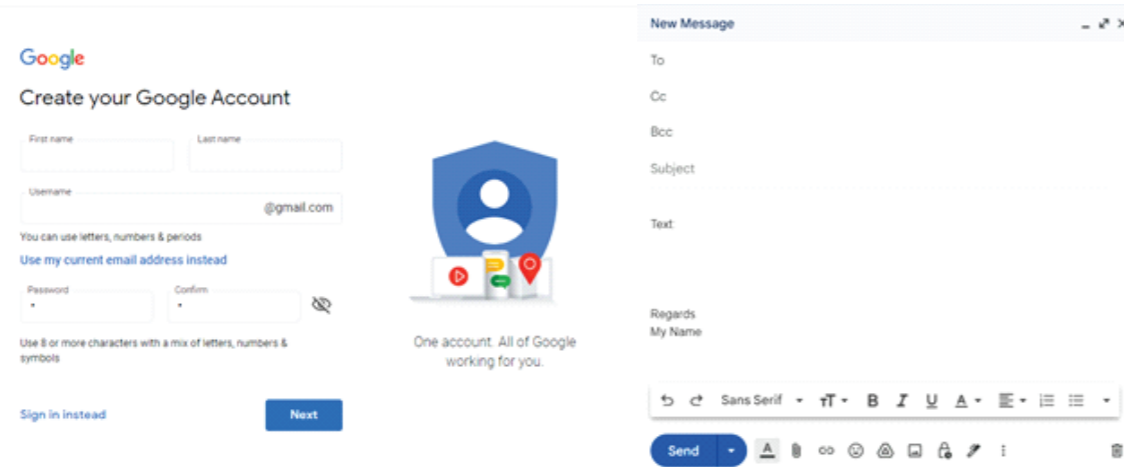
- Laptop
- Internet

Procedure:

- Ask participants to login with their own Gmail Account
- Ask them to compose a mail and send an email to you or their fellow co-participants.

Activity 10 : Identifying fields of Email

Ask participants to fill the sheet with appropriate information. This way they should know which field is requires which info while emailing.



UNIT 6

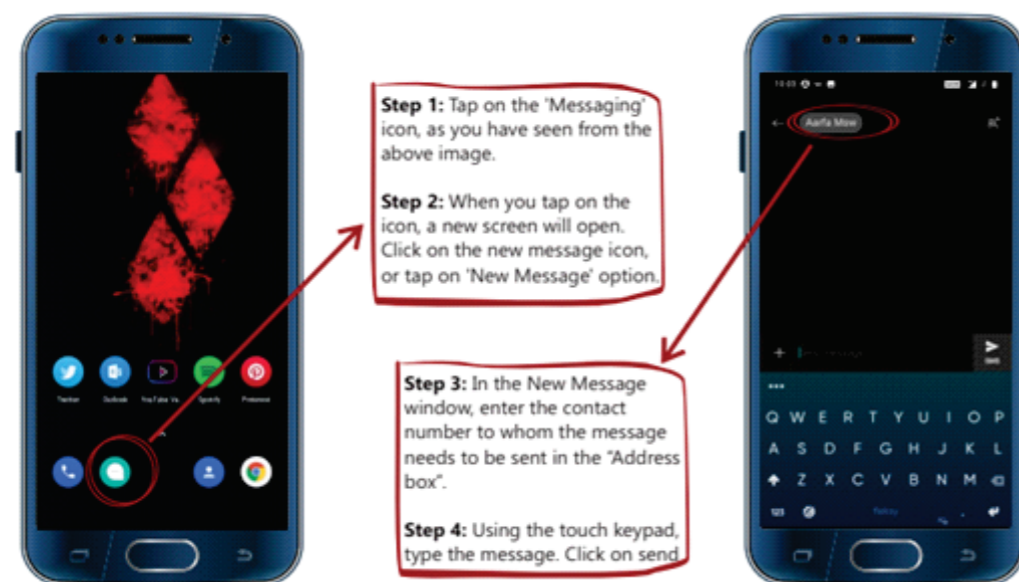
Using Applications in Smartphones – Part 2

UNIT 6: USING APPLICATIONS IN SMARTPHONES – PART 2

Messaging in Smartphone

Same as the feature phone, you can use the 'Messaging' app to send text messages. The icons, symbols and the Menu options may differ in different smartphones, but the steps to send a message remains same.

To send a new text message, use the following steps:



Activity 11 : Create the SMS

Ask participants to send a text as their name to their co-participant or you.

Using Messaging App – WhatsApp

Notes to trainer: Refer to the attached article for steps to create WhatsApp Account.

<https://www.whatsapp.com/coronavirus/get-started>

Activity 12 : WhatsApp Messaging and Video Call

- Ask participants to download WhatsApp.
- Ask participants to create their own WhatsApp account.
- (Avoid reinstalling for those participants who already have a WhatsApp account. If they have personal WhatsApp account, then make them download WhatsApp Business and vice versa)
- Open WhatsApp and ask them to search for contacts of their co-participants/friends or yours.
- Ask them to send them a text with "Hello"
- Ask them to send the photos they clicked and video they recorded to their co-participant or to you.
- Guide them and help them in placing a video call with WhatsApp.

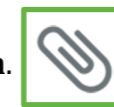
Notes to trainer: Make a WhatsApp group with participants and share videos on the group. Help participants in understanding how to download and see the content shared.

Share your live location

Enable location permissions for WhatsApp in your phone's **Settings > Apps & notifications > Advanced > App permissions > Location > turn on WhatsApp**. Alternatively, if you recently opened WhatsApp, you could go to your phone's **Settings > Apps & notifications > WhatsApp > Permissions > turn on Location**.

Open an individual or group chat.

Tap **Attach > Location > Share live location**.



Select the length of time you'd like to share your live location. Your live location will stop being shared after the selected amount of time. Optionally, add a comment.

Tap **Send**.



To Stop sharing your live location in a specific chat or group. Open the individual or group chat.

Tap **Stop sharing > STOP**.

Stop sharing your live location in all chats and groups

Tap **More options** > **Settings** > **Account** > **Privacy** > **Live location**.



Tap **STOP SHARING** > **STOP**.

Note: You can disable location permissions for WhatsApp at any time by going to your phone's **Settings** > **Apps & notifications** > **Advanced** > **App permissions** > **Location** > turn off WhatsApp.

Alternatively, if you recently opened WhatsApp, you could go to your phone's **Settings** > **Apps & notifications** > **WhatsApp** > **Permissions** > turn off **Location**.

Activity 13 : Share Location and Links

- Ask participants to share their LIVE location with you on WhatsApp.
- Ask participants to recreate meeting link on Google and share it on WhatsApp. Ask participants to join call using the same link from WhatsApp for 30 seconds.

Signing into Apps

Different applications require sign-ups for the first time to use them. Thus, open the apps in your smartphones and sign-up using email id and phone numbers.

Important thing to know while you sign up

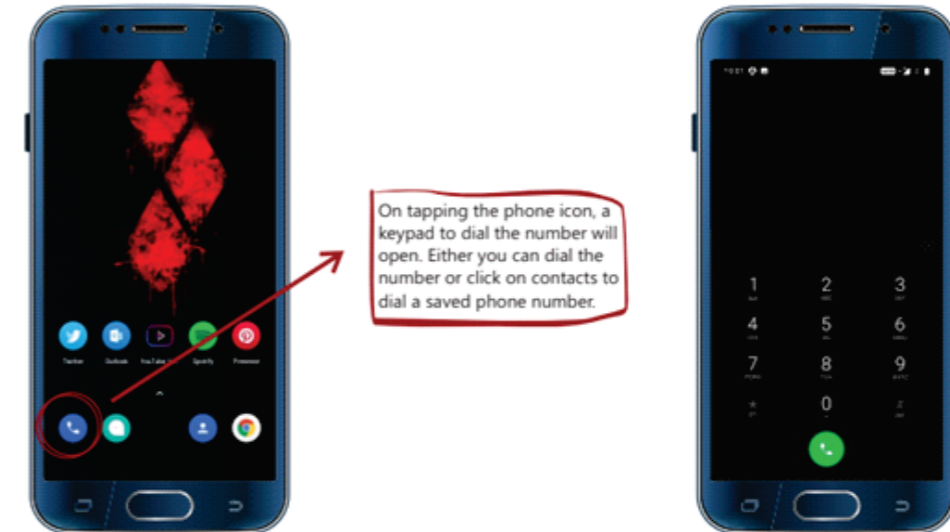
- Never download any app apart from Google PlayStore or IOS Store
- Never Sign Up for Apps about which you don't know completely.
- Never disclose your financial information like Bank Account Numbers, Card Details, PAN Card, Aadhar Card on any random app or website.
- Never install any app before reading the description of the app
- Never download app having rating lower than 3.5 or less number of downloads

Activity 14 : Sign Up

- उमंग ऐप खोलें, ईमेल और फोन नंबर के साथ साइन अप करें। प्रतिभागियों को बताएं कि यह एक भारत सरकार का ऐप है, जहां उनकी योजनाओं को देखा जा सकता है।
- MyGov ऐप खोलें, ईमेल और फोन नंबर के साथ साइन अप करें। प्रतिभागियों को बताएं कि यह एक भारत सरकार का ऐप है, जहां सरकार द्वारा की गई घोषणाओं को देखा जा सकता है।
- डीडी समाचार/आकाशवाणी समाचार खोलें, ईमेल और फोन नंबर के साथ साइन अप करें। प्रतिभागियों को बताएं कि यह एक भारत सरकार का ऐप है, जहां समाचार पढ़े या सुने जा सकते हैं।

Phone Calling

Notes to trainer: Show participants how to place a call.



Activity 15 : Placing a call

- Ask participants to place a phone call to you or their classmates or to their friends/family.
- Ask participants to open Gmail App on their mobile phone and login with their email and password.
- Once logged in. Ask participant to click on video call button in the Gmail app below.
- Ask them to create a "New Meeting" and click on "Get meeting link".
- Now ask them to click Copy symbol, to copy the meeting link.
- Now, ask them to compose a new mail, paste the meeting link and mail the link to you or their friend.
- Now ask them to go back to video call button, click on the meeting and join the google call with their friends or with you.

Web Browsing on Smartphones



UNIT 7

Understanding Computer and Laptop

Activity 16 : Search internet

Ask Participants to search for following things on internet using their smartphone.

- Total number of states in India
- Total population of India
- Price of petrol today

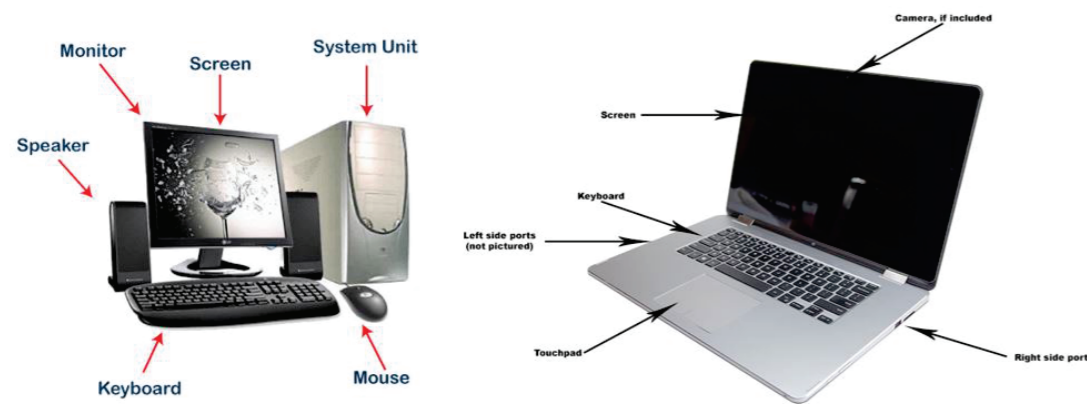
Activity 17 : Guess the Logo

Ask the participants to guess the correct logo and tick the correct one on the given sheet. Discuss the ones they are confused about.

Notes to trainer: Provide with the Definitions Sheet to the participants.

UNIT 7 - UNDERSTANDING COMPUTER AND LAPTOP

कंप्यूटर का परिचय



Computer is the most important tool in our daily lives. A computer is an electronic device that stores, retrieves and processes data using various computing operations. It enables easy access to information.

Hardware and software



In the human body, the heart pumps blood, the brain stores information, the eyes help you see, and your nose helps you smell. Similarly, in a computer, several specialized parts help it perform various functions. These parts are divided into two essential components: hardware and software

हार्डवेयर

- Physical parts of the computer
- Can touch or feel.
- It includes monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit (graphic cards, sound cards, memory, motherboard and chips), etc.

Notes to trainer: Show the hardware parts in laptop/PC like Monitor, Keyboard and

Software

- Physical parts of the computer
- Can touch or feel.
- It includes monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit (graphic cards, sound cards, memory, motherboard and chips), etc.

Notes to trainer: Show them some of the software's like Calculator, Paint, MS PowerPoint, Excel, default icons on the desktop etc. on the laptop. Share the printed material with them for reference.

Activity 18 : Identify the parts of computer. (15 minutes)

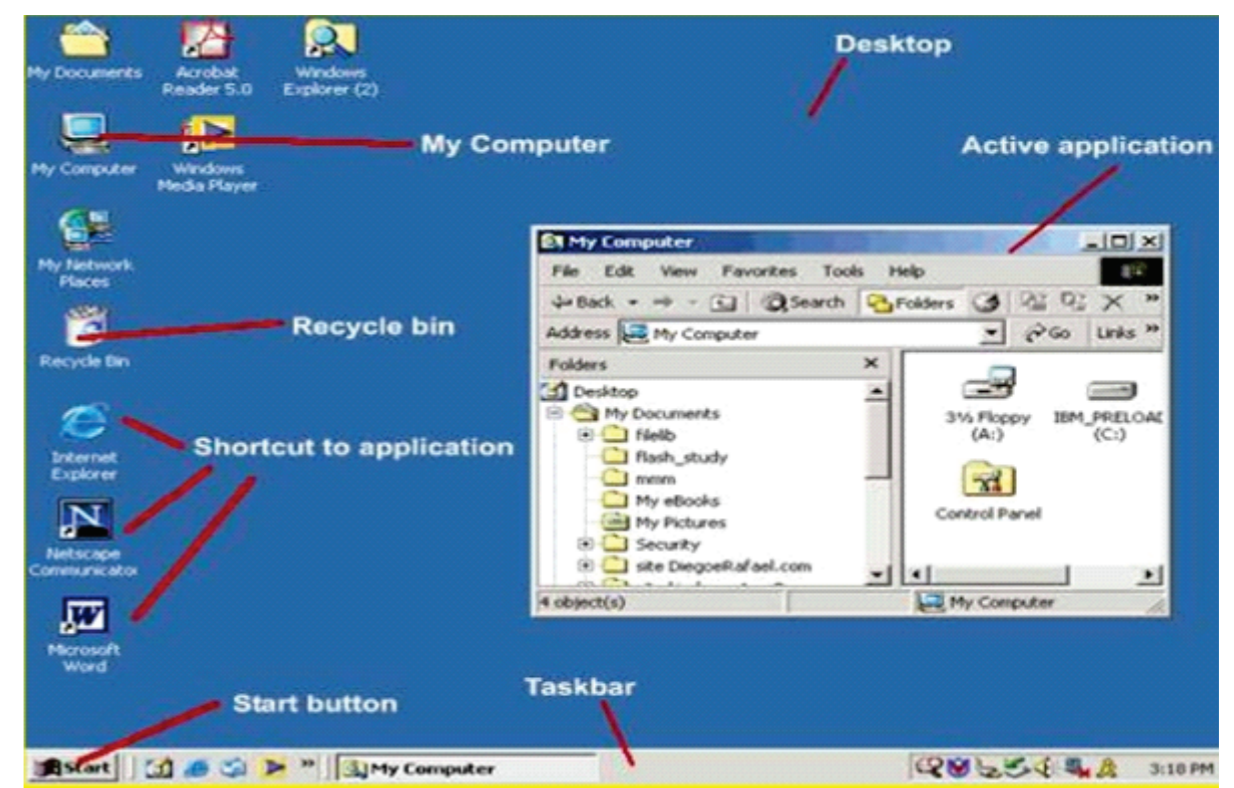
Materials Required:

- Printed Coasters

Procedure:

- Show the coasters containing the parts and some software in computer.
- The trainees shall identify what those parts are.
- Guide trainees to make them remember the tools of computer.

Managing Softwares and Files on Computer



Once you switch on your computer after selecting user, the screen that appears on your monitor is called the 'Desktop'. It display an area that has files, writing tools, documents, etc. The objects on the desktop are usually called icons.

Notes to trainer: Show participants the coasters with icons.

Notes to trainer: Show participants practically performing the below mentioned things. Share the printing material.

Opening an existing file/folder

To open a folder, just double-click on the folder icon.

Moving a file/folder –

There are two ways to move a file/folder –

- Using drag & drop method and using copy-paste method.

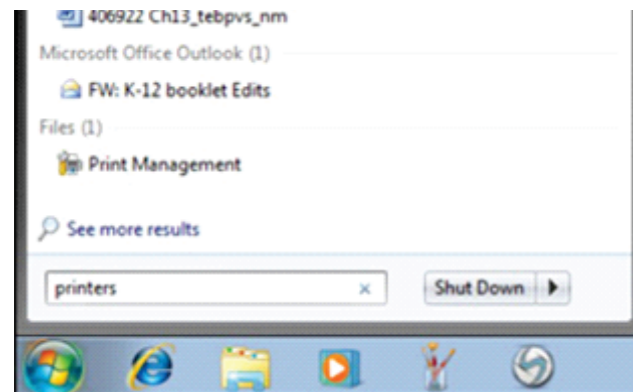
Renaming a file/folder -

1. Click on the file/folder icon which needs to be renamed.
2. Right-click on it. Click 'Rename' from the list of options available.
3. You can then type a different name for the file under its icon.

Deleting a file/folder:

1. Select the file that needs to be deleted.
2. Either hit the delete button on your keyboard OR you can right-click on the file and click delete option.

Finding/Searching a file/folder



- Open the Start menu and type a search term in the search field at the bottom.
- The search results in indexed locations window appears.
- When you locate the file you wanted, double-click it to open it.

Activity 19 : Learning to open a software (time: 15 minutes)

Materials Required:

- A laptop
- Notepad software installed

Procedure:

- Ask trainees to come and direct them with “how to open notepad” or any such software
- Open Notepad on Laptop/PC
- Ask them to write their name, address on the notepad

Activity 20 : Learning to operate keyboard and mouse (Time: 25 minutes)

Materials Required:

- A laptop
- Paint software installed

Procedure:

- Ask trainees to come and direct them with “How to open Paint”
- Open Paint on Laptop/PC
- Ask them to draw an Apple using pencil tool and color it using fill tool
- Now ask the trainees to save the file. (Trainer can delete the files later on)

Activity 21 : Rename Copy and Delete a File (Time: 15 minutes)

Materials Required:

- A laptop

Procedure:

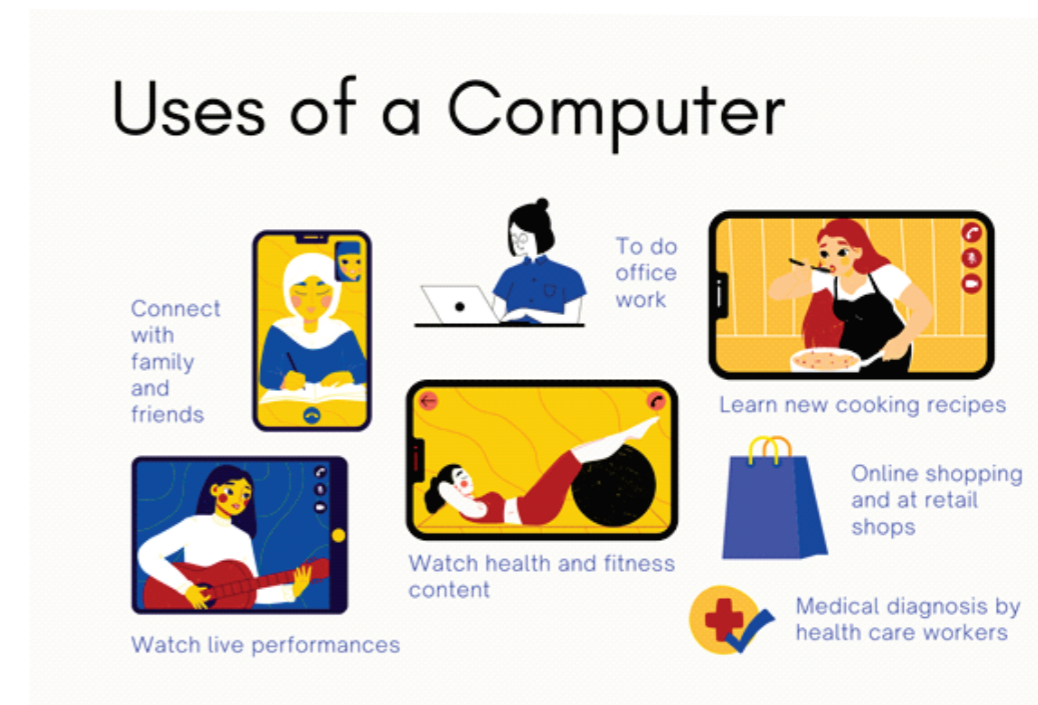
- Ask trainees to come and direct them with “How to rename a file”.
- Let trainees rename their paint file.
- Let trainees create a folder.
- Ask trainees to move their Notepad and Paint files in the folder.
- Make trainees make a copy of their notepad file.
- Make trainees delete the notepad file.

UNIT 8






Uses of Computer

UNIT 8: USES OF COMPUTER

Computer is helpful in education, research, business, ordering products from the internet, to purchasing tickets for concerts or sports events. Computers are just a small part of what makes the internet work for us.



Benefits of Computer

- **Fast Calculations**
The computer can make quick calculations and measurements.
- **Long Distance Communication**
The computer can send messages in text, audio and video with people everywhere in the world.
- **Make Work Easier**
The computer can make it easier to do many different kinds of tasks.
- **Store and Search**
The computer can store facts in the form of data and also search for information using the internet.
- **Work without rest**
The computer can work all day and night to control machines and devices.

Benefit of Computer to you

| | |
|-----------------------------|--|
| Online Markets | Get access to online markets where you can sell products online. |
| Blogs or Articles | Write blogs or articles for newspapers or magazines. |
| Videos or Brochures | Create videos or brochures for marketing purposes |
| Entertainment | For entertainment purposes like movies or shows |
| Cook | Learn how to cook using local ingredients |
| Modern Farming | Learn modern ways of farming |
| Household Chores | Learn modern ways to do household chores |
| Learn New Skills | Learn new skills such as sewing clothes or knitting sweaters for their children's school uniforms etc. |
| Better Jobs | Help in getting better jobs |
| Start Own Businesses | Start own businesses without having to travel long distances or spend money on transportation |

Show the video: Video 01: Application of Computer (time: 5 minutes)



https://www.youtube.com/watch?v=ac7T3ocg9gk&t=67s&ab_channel=APCBOOKS

Activity 22 : Multiple Choice Questions (MCQs) (10 Mins)

Share the MCQs with participants and then discuss the answers with them.

After participants are done, share the answers with them and discuss.

Definitions

Trainers can add to this section to include local relevant information on the mobile internet

| | | |
|-----------------------------------|--|---|
| 2G/3G/4G | | The internet can run at different speeds when you use it. 2G internet is the slowest, 3G internet is faster and 4G internet is the fastest. |
| ऐप | | An app gives you a shortcut to a service on your phone. For internet services e.g. WhatsApp, Facebook, Google, apps provide a quick and easy way to get onto the internet to use that service. |
| एड्रेस बार www.india.in | | A web browser, or simply "browser," is an application used to access and view websites. Common web browsers include; Google Chrome Mozilla Firefox Opera Microsoft Internet Explorer |
| ब्राउज़र | | Whenever you use the internet on your phone, you are using data . You can buy data from your mobile network provider, just like you do with phone credit |
| डेटा | | A feature phone is a mobile phone that has the ability to access the internet and store and play music but lacks the advanced functionality of a smartphone. |
| फीचर फोन | | Before Google, add the term search engine. Google is just one search engine. talk about duckduck go |
| गूगल | | Google is an internet service that makes it easy to find any information that you want to find on the internet |
| इंटरनेट | | The Internet is a network of millions of computers around the world connected to each other with phone lines, satellites and cables. It gives you access to a huge range of information and services as it is growing all the time. The internet is for everybody. There are no restrictions on who can use it. You just need a computer, mobil phone or tablet and a data connection |
| लिंक | | A link connects you from one website to another. To go to the other website, you can touch the link and this will connect you and take you to that other website. |
| मेगाबाइट्स और गीगाबाइट्स | | Megabytes (MB) and Gigabytes (GB) are units of data that you use when using the mobile internet. GB are 1000 x bigger than MB. If you download or stream a song, that will use approximately 5MB (1MB per minute) |
| सर्च | | The search function helps you find what you are looking for. You type the words to what you are looking for into a search box and then you will see a list of links to potential answers. |
| स्मार्टफोन | | A mobile phone that has the ability to access the internet, store and play music and videos, and run 'apps'. These phones typically also have a touchscreen. |
| वेबसाइट | | Information on the internet is kept on different websites. There are lots of separate and different websites on the internet e.g. Google is a website, YouTube is a website. Google is a search engine. Google.com is a website. Mygov.in is a website. |
| व्हाट्सऐप | | WhatsApp is an internet service that makes it easy to connect and communicate with people that you know; family, friends and colleagues. |
| वाईफाई | | A WiFi zone is an area where you do not have to use your own data to access the internet on your phone; you can connect to the internet for free. WiFi zones are available in some public places such as coffee shops and cafes |