

Course Name	Microsoft Digital Literacy Course
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	This courseware is designed to introduce what digital literacy means and what can be accomplished using a computer. The participant will progress to using popular software application programs to process typical documents found in a business or school environment. Participants are also introduced to what the Internet is and what makes it so popular for communicating and sharing information with others. This courseware is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to perform on a computing device.
Audience Profile	This courseware was designed to provide the essential skills for computer literacy, using application programs commonly found in school and business environments. It is intended for those who have not used a web browser, word processor, or email program previously, or have minimal experience.
Course Prerequisites	<ul style="list-style-type: none"> • Basic computer literacy • Some familiarity with using a mouse and keyboard can be helpful.
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Work with different parts and types of the computer and their functions. • Understand the concept of the internet and how to access it. • Communicate online effectively using email. • Understand the safety risks you can face while using the internet; learn about online scams and how to avoid them. • Understand best practices for sharing information online. • Perform the basic functions in Microsoft Word - interact with text, pictures, lists and other types of objects.

Assessment/Evaluation	Each module has an assessment at the end of the module. After completing each module, learners will receive a Certificate of Attendance. Once all six modules have been completed, learners will receive the Digital Literacy Certificate of Attendance issued by IT-IQ Botswana.

Course Details	
Topic	<p>Module 1: Microsoft Digital Literacy – Work with Computers</p> <p>This learning path will introduce you to the different types of computers, as well as their parts and functions. You will also learn the difference between operating systems and applications and their functions. Peripherals and portable storage devices will be discussed as well.</p> <p>Topic 1 – Interact with a Computer</p> <p>In this Topic, you will explore what a computer is, the parts of a computer, and how to interact with it. There are many types of computers that are used for everyday tasks. In this lesson, we'll explore what a computer is, the parts of a computer and how to interact with a computer.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Describe the functions of a computer. • Differentiate between computer hardware and software. • Describe the primary parts of a computer and the use of each part. <p>Topic 2 – Use a Computer</p> <p>In this Topic, you will learn about operating systems and how to use the basic functions of the Windows 10 operating system. In this lesson, you will learn how to operate a computer to perform basic tasks.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Describe the role of an operating system. • Navigate the Windows 10 operating system. • Organize files and folders in Windows 10.

	<ul style="list-style-type: none">• Use the right-click to access system features.• Customize your operating system desktop. <p>Topic 3 – Work with Applications</p> <p>In this Topic, you will learn more about apps, what types of applications you can use, and how to work with applications on your computer. Applications, also known as apps, are software programs that we can use to get things done on our computers. Every day, new applications are developed to solve new problems around the world. In this lesson, you'll learn more about apps, what types of applications you can use, and how to work with applications on your computer.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe the concept of an application.• Choose the right application for your needs.• Understand the similarities between different applications.• Work with applications on your computer. <p>Topic 4 – Work with Connected Devices</p> <p>In this Topic, you will learn how to use peripheral devices, portable storage devices, and Bluetooth devices. Computers are built with the hardware that is necessary for the computer to operate at a basic level. However, there are times when you might want to add functionality to your computer by connecting an external device. These types of devices are called peripheral devices. They add functionality to your computer by providing input functions and/or output functions.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe types of peripheral devices and their uses.• Use portable storage devices.• Connect Bluetooth devices to a computer.
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	<p>Module 2: Microsoft Digital Literacy – Access Information Online</p> <p>In this learning path, you will become familiar with the concept of the internet and how to access it. You will also be introduced to the World Wide Web and how to access it using a web browser. In addition to that, search engines will be covered, including how to use them effectively and how to evaluate the results.</p> <p>Topic 1 – Get Connected</p> <p>In this Topic, you will learn more about the Internet and how to connect to the Internet. The Internet makes many things possible for us, from communication to learning, to entertainment. We'll learn more about what the Internet is and how to connect to it in this lesson.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe common uses of the Internet.• Describe the Internet.• Describe methods for connecting to the Internet.• Connect a Windows 10 device to the Internet using Wi-Fi. <p>Topic 2 – Browse the Web</p> <p>In this Topic, you will learn about the World Wide Web, how to explore the web using a web browser and how to complete some online transactions safely. One of the most popular uses of the Internet is the World Wide Web, also referred to as the web. Many people use the terms Internet and web to refer to the same thing, but they are different from one another. In this lesson, you'll learn how to browse the web to access information online.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe the World Wide Web and how it differs from the Internet.• Describe the function of a web browser.• Access digital content on the web using a browser.• Navigate between webpages using a web browser.• Safely complete basic online transactions.
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	<p>Topic 3 – Search the Web</p> <p>In this Topic, we will cover the basics of searching the web using web search engines and web browsers. The web is made up of a massive collection of information across over a billion websites. That's a lot of information to work with!</p> <p>You will often need to find information online without knowing the website or URL. Search engines solve this problem and allow you to search through large collections of content to find what you are looking for. This lesson will cover the basics of searching the web using web search engines and web browsers.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe the use of search engines.• Conduct a simple keyword search using a search engine.• Configure a browser to use a specific search engine.• Compare search results returned by a search engine.• Describe ways to evaluate the credibility and accuracy of online content.• Describe ways to critically evaluate media messages. <p>Module 3: Microsoft Digital Literacy – Communicate Online</p> <p>This learning path will show you how to effectively communicate online using email. You will be introduced to web applications that are used for instant messaging including voice and video calls.</p> <p>Topic 1 – Communicate Using Email</p> <p>In this Topic, you will learn more about email, how to set up an email, and how to use it to connect with people. There are many ways to stay in touch with others using the internet. One of the most popular methods of communicating with others online is using email, or electronic mail. In this lesson, you will learn how to communicate online using email.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe uses of email.• Identify options for getting set up with an email account.• Use an email service to send an email.
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- Use an email service to view and reply to messages.

Topic 2 – Chat Online

In this Topic, you will learn how to communicate with people using instant messaging, voice calls, and video calls. The internet and the web make it possible for us to stay in touch with others near and far. There are apps and services that make it easy to communicate with others online through instant messaging (IM), voice calling, and video calling. In this lesson, we'll explore these methods of communicating online.

By the end of this lesson, you will be able to:

- Describe common ways to communicate with others online.
- Use Skype or similar services to send instant messages to others.
- Make voice calls on the web.
- Make video calls on the web.

Module 4: Microsoft Digital Literacy – Participate Safely and Responsibly Online

In this learning path, you will be introduced to the safety risks you can face while using the internet. You will learn about online scams and how to avoid them. You will also learn about best practices for sharing information online. In addition, you will be introduced to cyberbullying.

Topic 1 – Online Safety and Privacy

In this Topic, you will learn about some of the safety risks that can affect you when you are using the internet, and tips for staying safe and keeping your information private online. While there are many positive things we can do online, we should always be aware of the safety risks. There are many scams that online predators use to access people's information online. You should be aware of these scams so that you can do your best to avoid them. Phishing is a common online scam that you should be aware of.

By the end of this lesson, you will be able to:

- Describe safety risks associated with using the internet and the web.
- Identify signs of online scams like phishing.
- Describe best practices for safely interacting with other people online.

	<ul style="list-style-type: none">• Identify characteristics of a strong password.• Describe best practices for sharing information online.• Describe the importance of managing your digital footprint. <p>Topic 2 – Online Civility In this Topic, you will learn more about rights and best practices for using information online. You will also learn about cyberbullying. We can use the internet to access lots of information and communicate with others, but we have to make sure we're behaving as responsible digital citizens. In this lesson, you will learn how to responsibly use the internet and the web.</p> <p>Module 5: Microsoft Digital Literacy – Create Digital Content</p> <p>In this learning path, you will be introduced to the core features of Microsoft Office, including the basic functions of Microsoft Word. You will learn how to interact with text, pictures, lists and other types of objects. You will also learn about working with and creating PDF files.</p> <p>Topic 1 – Introduction to Microsoft Office In this Topic, you will be introduced to Microsoft Office and how to sign into Office online. Microsoft Office is a package of software applications that makes it easy for you to be productive as you accomplish everyday tasks on your computer. In this lesson, you will be introduced to Microsoft Office and learn how you can use it for productivity in your daily work and personal activities.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe the basic benefits of Microsoft Office.• Differentiate between Office 2016 and Office 365.• Sign into Office Online. <p>Topic 2 – Work with Word documents In this Topic, you will learn how to start using Microsoft Word to create documents, write and edit text, save, and print. Microsoft Word is an Office app that allows you to create and work with text documents. With Microsoft Word, you can accomplish your daily tasks and express your ideas in a professional way. In this lesson, you will learn how to start using Microsoft Word to create documents, write and edit text, save, and print.</p>
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	<p>By the end of this lesson you will be able to:</p> <ul style="list-style-type: none">• Create a Word document using a Word template.• Save a document to your computer or OneDrive.• Print a document. <p>Topic 3 – Format and Edit Text in Word</p> <p>In this Topic, you will learn to deal with text in Microsoft Word, check spelling and grammar, and search for a word in a document. Microsoft Word is fundamentally a word processing program, which means it's designed to allow you to create, edit, and format text-based documents. In this lesson, you will learn how to work with text in Word documents.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Add text and modify the font styles of text in a Word document.• Check text spelling and grammar.• Find and replace text in a Word document.• Add and format lists. <p>Topic 4 – Format and Edit Objects in Word</p> <p>In this Topic, you will learn about some of the objects you can work with in Word, how to add them to your documents, and how to edit them as needed. Microsoft Word is designed as a word-processing program, but it's not limited to text. You can also add objects like shapes, charts, pictures, and tables to your Word documents. In this lesson, you'll learn about some of the objects you can work with in Word. You'll learn how to add them to your documents, and how to edit them as needed.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Insert and format shapes in a document.• Insert WordArt in a document.• Add pictures from your computer or from the web.• Insert and format tables. <p>Topic 5 – Discover More Word Features</p> <p>In this Topic, you will learn how to use more Microsoft Word features so you can feel more proficient as you create documents. You can do a lot with Microsoft Word when you know</p>
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	<p>how to add and edit text, and insert and format objects. There are several additional features of Microsoft Word that can make it easier to create digital content. In this lesson you will learn how to use some of these features so you can feel more proficient as you create documents.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Add page numbers to documents.• Apply themes to documents.• Add equations.• Use the "tell me" Feature of Word to access any feature.• Use Word on a mobile device. <p>Module 6: Microsoft Digital Literacy – Collaborate and Manage Content Digitally</p> <p>In this learning path, you will be introduced to the cloud services like OneDrive and how to apply their basic functions. You will also learn how to collaborate with others on Word documents. In addition, you will learn how to use Microsoft Outlook to manage your tasks, time, and contacts.</p> <p>Topic 1 – Use OneDrive Cloud Storage</p> <p>In this Topic, you will learn about cloud services like OneDrive and how to apply their basic functions. Thanks to the internet, we can store information from one device and access it using another, almost instantly. The cloud is a collection of software services that run across the world using the internet, instead of running on a single user's computer. In this lesson, you will learn about the cloud and how you can use it.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Describe uses of cloud services like OneDrive.• Sign into OneDrive.• Use OneDrive from a mobile device.• Create, upload, restore, and share files using OneDrive.
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	<p>Topic 2 – Share and Collaborate with Documents In this Topic, you will learn how to collaborate with your peers or colleagues to access and work on documents together. With the way work gets done today, it's great to know how to collaborate with others using digital tools. In this lesson, you will learn how to collaborate with your peers or colleagues to access and work on documents together.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Share and collaborate on a Word document.• Add comments and track changes that you make to a document.• Accept or reject changes made by others. <p>Topic 3 – Manage Time with a Digital Calendar In this Topic, you will learn about Outlook Calendar, the calendar feature of the Outlook mail app. Digital calendars are a great way to keep track of meetings and tasks on your own or with the people you work with. In this lesson, you will learn about Outlook Calendar, the calendar feature of the Outlook mail app.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Create appointments and meetings.• Search for an item in your calendar.• Use categories and reminders. <p>Topic 4 – Work with Contacts and Tasks In this Topic, you will learn more about how Outlook helps you stay organized. In addition to managing meetings and appointments, you can use calendar apps like Outlook to keep track of your contacts and manage your tasks in an organized way. In this lesson, you will learn more about how Outlook helps you stay organized.</p> <p>By the end of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Add contacts and create contacts groups in Outlook.• Create tasks and to-do lists
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