



SENEXIA Training Course

Digital and entrepreneurial skills for seniors

Module 1

Digital literacy

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Introduction

In this instance, the individual must recognize that there are two essential components that must be evaluated:

- **technical (digital) competences** e.g., use of necessary programmes (writing, calculating, presentation) and applications, use of the Internet, use of and authentication, connections to public bodies like taxation, in an online banking etc).
- **material resources** that the individual requires for actions (e.g., computer, tablet, smart phone, the Internet connection etc).

Brief Description of digital skills

Digital skills is therefore divided into the following domains:

- 1) Instrumental skills for using digital tools and media;
- 2) Knowledge, theories and principles related to technology;
- 3) Attitudes towards strategic use, openness, critical understanding, creativity, accountability and independence.

Learning outcomes

After attending this training module, you will have:

- ❖ Basic knowledge of the concept of “digital literacy”
- ❖ Factual knowledge of how to use digital tools to share knowledge, content, and resources
- ❖ Practical knowledge of how to find, select, use, and combine digital information from a range of sources
- ❖ Theoretical knowledge of how to engage with online learning communities effectively and safely

Learning Objectives

In module 1 you will learn:

Part 1. Introduction to Digital Literacy

Part 2. Digital tools to share knowledge, content, and recourses

Part 3. How to find information

Part 4. Online learning

Target groups

- Seniors interested in digital literacy and basic digital tools
- Seniors interested in online learning communities
- Tutors, teachers or trainers working with seniors on local and regional level

Duration of Module 1

Total 8 hours:

In-situ / Classroom: 2 x 2,5 hours

Online: 3 hours

Learning outcomes

After attending this training module, you will have:

Skills

- Openness to engage with online sources communities and platforms
- Willingness to navigate online sources and select information effectively
- Awareness of the fundamentals of digital citizenship
- Communicate information and ideas effectively using appropriate media and formats
- Demonstrate methods for safe online practices
- Engage proactively with digital platforms, tools and websites
- Employ strategies to guide inquiry in digital environments

Part 1. Introduction to Digital Literacy

You will learn:

- What kind of things Digital Literacy consists?
- Why it is important?
- What kind of skills are needed?

What means Digital Literacy?

It means the skills we need to achieve our goals in digital environment.

- Searching the information
- Evaluating the information
- Keeping in touch of others
- Accessing materials and submitting work
- Staying safe online
- Online learning

What means Digital Literacy?

Digital literacy refers to an individual's ability to use, understand, and create digital technologies and media. It involves both technical skills, such as the ability to use a computer and various software programs, as well as more abstract skills, such as the ability to think critically and evaluate online information.

Being digitally literate means being able to use technology effectively in a variety of contexts, including for communication, information gathering and processing, problem solving, and personal and professional development. It also involves understanding the social and ethical implications of using technology and being able to use it responsibly.

In today's increasingly digital world, digital literacy is becoming increasingly important for individuals of all ages and backgrounds. It is essential for participating fully in society, accessing information and opportunities, and effectively navigating and interacting with the digital world.

Some videos of Digital Literacy

What is digital literacy:

<https://www.youtube.com/watch?v=LElWqXi7Ag>

Digital literacy and why it matters? Click:

<https://www.youtube.com/watch?v=p2k3C-iB88w>

Importants skills

- Use digital tools for everyday tasks (communicate efficiently through emails, internet search, and digital documents).
- Connect and collaborate from anywhere with digital tools
- Share news by making newsletter
- Organize an address book
- Organize photos
- Use cloud services to organize files and folders
- Plan a budget or event

Start learning digital skills:

<https://applieddigitalskills.withgoogle.com/en/learn>

References

<https://www.digitalsme.eu/digital-skills-for-smes-challenges-and-opportunities/>

<https://www.skillsyouneed.com/digital-skills.html>

Seniors' digital skills needed (Finnish):

<https://www.entersenior.fi/opiskele-itse/seniorin-digitaidot/>

Part 1 Assessment

15 digital skills to learn:

<https://www.youtube.com/watch?v=tijFGo8pcSA>



List the skills:

- | | |
|----|-----|
| 1. | 9. |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | |

What do you think was the most important?

2 Digital tools to share knowledge, content, and recourses

You will learn:

- How to use different tools when sharing data (photos, videos, blogs)
- Social media
- Cloud services

Social media

What is social media:

<https://www.youtube.com/watch?v=jQ8J3IHhn8A>



Social media

Social media has had a significant impact on the way that people communicate and share information. It has also had a major impact on the way that businesses and organizations communicate with their customers and stakeholders. However, there are also potential negative effects of social media, such as the spread of misinformation, the amplification of hateful or harmful content, and the potential for negative effects on mental health.

It is important to be critical when using social media, and to carefully consider the sources of the information that you encounter. It is also important to be aware of the potential biases and agendas of the people and organizations behind the content that you see on social media.

It is also essential to use social media responsibly and to think about the impact of your own posts on others. This includes being mindful of the way that you present yourself and your views, and being respectful of others' opinions and experiences.

Overall, it is important to approach social media with a critical and thoughtful mindset, and to be aware of both the potential benefits and the potential risks of this powerful tool.

SOCIAL MEDIA AND VIRTUAL COMMUNICATION

- Social Media – Facebook, LinkedIn, Instagram, Twitter, Signal
- WhatsApp – creating a WhatsApp account, joining a group, sending messages, photos, videos, documents, links
- Typing comments, pasting comments or dictating comments
- Following hyperlinks in social media
- Email – setting up a free email account

Create your account online:

- | | |
|-----------|---|
| Facebook | https://facebook.com/ |
| LinkedIn | https://www.linkedin.com/ |
| Instagram | https://www.instagram.com/ |

Cloud services

Choose cloud service e.g. Google Drive, DropBox, One Drive or iCloud.

Create an account, create folders, load files and share with others.

How to use Google Drive:

<https://support.google.com/drive/answer/2424384?hl=en&co=GENIE.Platform=Desktop>

Getting started –video:

<https://www.youtube.com/watch?v=P7555XLfHgs>

You will find more detailed information about Google Drive at Module 2.

SHARING AND CLOUD SERVICES

- Open-source & Free of Charge Software
- Cloud Storage Solutions – Subscription & Free of Charge ones such as Using Google Drive (up to 5GB)
- Sharing via social media
- Uploading videos to YouTube & leaving YouTube comments
- Image & video editing – free of charge software packages such as Canva for multiple tasks such as editing an image, editing a video clip.

Dropbox has free and a paid cloud service

· <https://www.dropbox.com/home>

· iCloud is for Apple users

Sharing photos

Join the Flickr community, home to tens of billions of photos and 2 million groups. <https://www.flickr.com/>

Set up your profile, add your photos, invite new users, connect with other users:

<https://www.flickr.com/tutorials/>

Sharing videos

Start sharing your own videos or share videos found on YouTube! <https://www.youtube.com/>

You can upload videos to YouTube in a few easy steps. Use the instructions below to upload your videos from a computer or from a mobile device.

<https://support.google.com/youtube/answer/57407?hl=en&co=GENIE.Platform%3DDesktop>

Blog

A blog is a discussion or informational website published on the World Wide Web consisting of discrete, often informal diary-style text entries (posts).

You can find many popular free blog platforms.

You can create and manage your own blog with Blogger

Create a blog:

<https://support.google.com/blogger/answer/1623800?hl=en>

Social Media Assessment



Short self-assessment / test

Which suits better together?

Use	Social Media
Share videos	Twitter
Photo sharing	Digg
Share information	Flickr
Online gaming	YouTube
Presence application	Facebook
News aggregation	Wikipedia
Video sharing	World War Craft

Part 3. How to find information

You will learn:

- How to find, select, use and combine information
- Accessing online documents and videos
- How to use search engine effectively

Search engines

Google <https://www.google.com/>

Bing <https://www.bing.com/>

Bing is good at video searches, because it shows big, clear icons and when you move the mouse pointer over the video, a preview of the video starts playing.

Yahoo <https://www.yahoo.com/>

Yahoo is older than Google.

Search engines

Yandex <https://yandex.com/>

Yandex is the 5th largest search engine worldwide and is especially used in Russia, where it is used by about 60% of Russians.

DuckDuckGo <https://duckduckgo.com/?>

DuckDuckGo is the most popular search engine among those who value privacy, and its usage and popularity has increased year by year.

Search engines

Egological choice:

A better planet with every search

The simplest way to plant trees and be climate active every day

<https://www.ecosia.org>

Safari (Web browser) is the best way to experience the internet on all your Apple devices.

Accessing online documents

Using pdf documents: opening, viewing, downloading, saving
Everything you need to know about pdf:

<https://www.adobe.com/acrobat/about-adobe-pdf.html>

Every tool you need to work with PDFs in one place:

<https://www.ilovepdf.com/>

Accessing video clips

Accessing video clips:

Watching a video online – playback controls, size of the video window, volume controls, downloading & saving the video

How search engines works?

Search engines produce *Results*. Results are the hyperlinks to websites that show up in the search engine page when a certain keyword or phrase is queried. When you type in a search term, the crawler runs through the index and matches what you typed with other keywords. Algorithms created by the search engine designers are used to provide the most relevant data first. Each search engine has its own set of algorithms and therefore returns different results.

Hyperlinks

Hyperlinks & accessing information via the internet:

Hyperlinks take you to that Website on an intranet or the World Wide Web.

Two basic parts: the address (URL) of the webpage and the display text. For example, the address could be <http://www.popsci.com>, and the display text could be Popular Science Magazine. When you follow a hyperlink in an email or in a software app such as Microsoft Word, you will see either the address or the display text or both. To follow a hyperlink in a software app, hold the Ctrl key and click the hyperlink.

Typing a hyperlink in the address bar of your internet browser – make sure that their spelling and symbol are correct or the address will be wrong and you will not go to the correct page

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Part 3. Assessment



Short self-assessment / test

1. Do all search engines give the same search results? (*Please tick the right box*)

- Yes
- No
- Partially

2. Use the same search term in different search engines. How many results you get?

Your search term: _____

Amount of results:

- Google _____
- Bing _____
- Yahoo _____

Part 4. Online learning

In this part you will learn:

- How to use digital platforms on distance learning
- How to manage your learning
- Communicate with your tutors
- Access course materials
- Submit your work

In module 3 you will find more information about digital learning.

Online learning community

An online learning community is a public or private destination on the Internet that addresses its members' learning needs by facilitating peer-to-peer learning. People work as a community to achieve a shared learning objective.

A massive open online course (MOOC) is an online course aimed at unlimited participation and open access via the Web.

Compare face-to-face teaching with distance learning:

https://www.youtube.com/watch?v=YwJf2oD_RZA

Save information from Websites

If you need to keep a record of information from the web page that you have opened, you can:

Create a bookmark so that you can access the page again with one click. Select the text that you wish to save, right click on 'copy.

Open a blank document, spreadsheet or presentation; place your mouse over the document where you want to paste the text that you have copied, right click & select 'paste'.

To save an image from a webpage, right click on the image in your browser, select 'save picture' and the image will be saved to the 'Downloads' folder on your computer.

VIRTUAL COMMUNICATION

One key trend we've seen in businesses post-pandemic, is the increasing reliance on virtual conferencing and communication. A huge number of businesses have completely replaced face-to-face meetings with virtual alternatives, which requires a whole different skillset.

For the most part, the likes of Zoom and Teams are relatively user friendly, but it's important for business leaders to ensure they have the best processes and technology in place to run efficient meetings.

Bookmarks

If you need to keep a record of information from the web page that you have opened, you can:

Create a bookmark so that you can access the page again with one click.

Select the text that you wish to save, right click on 'copy'.

Open a blank document, spreadsheet or presentation; place your mouse over the document where you want to paste the text that you have copied, right click & select 'paste'.

To save an image from a webpage, right click on the image in your browser, select 'save' and the image will be saved to the 'Downloads' folder on your computer.

ADDITIONAL INFORMATION LINKS

How to use hyperlinks:

<https://edu.gcfglobal.org/en/word2016/hyperlinks/1/>

<https://www.youtube.com/watch?v=3QUnMSAekdE>

<https://www.youtube.com/watch?v=mNJZo8ESMp0>

<https://www.youtube.com/watch?v=2p6vFv0Ga4g>

<https://www.youtube.com/watch?v=bYkUuaA63vc>

WRITING, PRESENTATION & BUDGETING/CALCULATION

Software needed:

- Word Processing Software to create, format, save, print, share text-based documents.
- Spreadsheets to manage numbers, calculations & figures.
- Presentations to create presentations with slides, which may contain text, images as well as audio or video clips.

There is subscription-based software such as Microsoft 365 that includes the Office suite of Word, Excel, Power Point & Outlook. PowerPoint and Word are also available as free apps for Android & iOS devices with screens smaller than 10.1'. Go to Microsoft.com and follow the steps to sign up for the package you want.

Link: www.microsoft.com/microsoft365

WRITING, PRESENTATION & BUDGETING/CALCULATION

There is a range of open-source software available such as open office.

<https://www.openoffice.org>

and free software available from providers such as google.

www.google.com

Create a Gmail account and you will have free of charge access to all Google apps, e.g.

- Email
- Calender
- Contacts
- Maps
- Photos
- Translator
- Drive

Part 4 Assessment



Click the address of Udemy:

<https://www.udemy.com/>

1. How many language options Udemy provides? (*Please tick the right box*)

- Only English
- Dozens of language options
- 18 languages

2. Which of these are categories of Udemy (*Please tick the right boxes*)

- Office productivity
- Business
- Online education
- Photography and video

Part 4 Assessment



**Click the address of free online learning platform:
<https://edu.gcfglobal.org/en/>**

1. Get to know the free online courses and choose the courses that suit you!
2. Which were the most interesting:

Forum & Chat

In the chat of this learning unit, suggest topics for discussion are:

- What online training do you recommend?
- How do I improve my media literacy?
- What social media services do you use?
- How do I behave safely online?

Any other topics which might be of interest for you, are most welcome.

Sectoral English in Module 1



Digital skills

Critical understanding

Social media

MOOC

Teams

Search engine

Online learning

Bookmarks

Digital literacy

Cloud services

Google services

Hypertext

Zoom

Pdf



Brief review & summary of Module 1

This module focused on:

- Introduction of digital skills and digital literacy
- Use of digital tools
- How to find and use information
- Online learning

Thank you very much!

*We very much hope that this module was a pleasant learning
experience
and that you enjoyed doing these 4 parts of module 1.*

Please continue with module 2.

Enjoy!