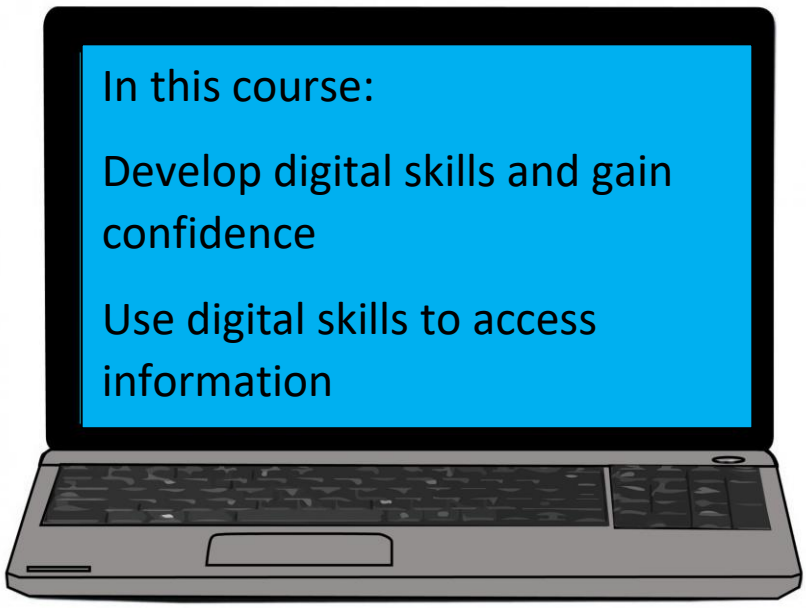
LITERACY BASIC SKILLS (Bridge) DIGITAL LITERACY CURRICULUM



BRIDGE
the Digital Divide

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The BRIDGE Digital Curriculum comes with a workbook and practitioner's guide.

Please be sure to complete the activities in the workbook.

You will see boxes like this one that will tell you which activties to do.

Looking at My Computer

Words in this lesson:

Hardware	Monitor	CPU
Mouse	Printer	Keyboard

Hardware is the part of the computer that you can touch and see.

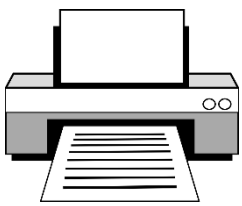
The five main parts of hardware are:

Monitor

CPU (Central Processing Unit – the brain)

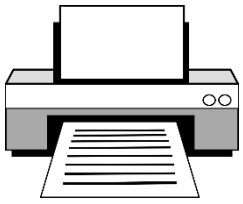
Mouse

Keyboard



Printer

What do all the parts do?

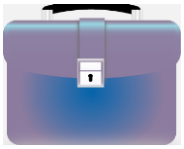
Hardware	What it does
	The monitor of the computer looks like a TV screen. It shows you pictures and information from the computer.
	The CPU is the thinking part of the computer. It is the computer's brain.
	The mouse is used to select or move items on the screen.
	The keyboard allows you to type words and numbers into the computer.
	The printer makes a paper copy (also called a hardcopy) of something from the computer.

How do I turn the computer on?

A desktop computer sits on a desk.

A laptop can rest on your lap.

A laptop is a good computer to get if you need a computer you can carry to the couch or the kitchen table or to a coffee shop.



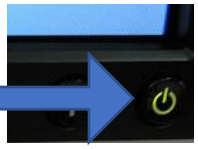
A laptop bag helps keep your laptop safe.

*Note: A Chrome book is different than a laptop. It runs on a Google operating system (not Windows) and is not a full computer.

The **On** button turns the devices on and off and looks like this:

A desktop computer will have an **On** button, and the monitor that is attached to it will have a separate **On** button.

The **On** button for the monitor may be on the front or the back, and it looks like this:



On a laptop, the **On** button is a button on the side or on top of the keyboard. Hold this button down to turn your laptop and screen on.

This button turns on the laptop:

Please finish pages 3, 4 and 5 of your workbook.

How do I use the mouse?

Words in this lesson:

Button	Highlight	Select
Shortcut	Scroll	Wheel

Select – a way of choosing something on the computer by clicking on it with the mouse.

Shortcut – a way of doing something that saves time.

Scroll – a way to move around the computer screen.

Highlight – a way of selecting a word or words.

Use the mouse by putting your right hand on top of the mouse with your fingers over the buttons.

Use your index finger (finger beside your thumb) to click LEFT.

Use your ring finger (finger beside your little finger) to click RIGHT.

The mouse rolls.

When you move the mouse, you will see the pointer move on the screen.

To move up and down the page, use the wheel button on the mouse.

How do I highlight words with my mouse?

How to highlight words:

- Place the pointer at the beginning of the words you want to select.
- Put your first finger on the left mouse button.
- Hold down the left mouse button.
- Move the mouse across the words.
- Lift your finger.

How to highlight a sentence or paragraph:

- Two clicks (double-clicking) on a word highlights the **word** and clicking on it three times will highlight a full line or paragraph of text.

How do I use the keyboard?

Words in this lesson:

Key	Arrows	Shift
Enter	Backspace	Delete
Space	Home	End

(Following keyboard lesson, credit: Essential Skills for Word Processing 2016, TR Leger School STEP Program, UCDSB)

The arrow keys on your keyboard move the pointer around.

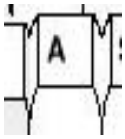
The arrows move this way:

UP

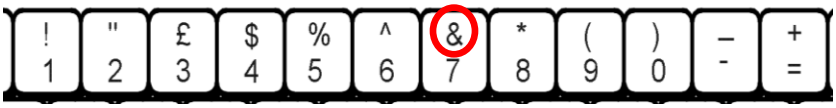
LEFT RIGHT

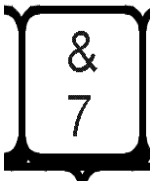
DOWN

To make a letter a capital letter,

hold down and the letter  key at the same time.

For the signs on your keyboard,



hold down and the number key  at the same time.

The shift keys are on both sides of the keyboard.

Shift keys

The Spacebar makes a space.

Use the key to start a new paragraph.

The Backspace key deletes the character to the left of the pointer.

The

key will erase the character to the right of the pointer.

To make the cursor go to the end of the line, press the End key.

To make the cursor go to the start of a line, press the home key.

How do I sign into the computer?

Words in this lesson:

Screen	Desktop	Sign in
Username	Password	Operating system

When you turn on the computer, you may see a screen something like this, asking for a User name and a Password.

You sign in to a computer to use it.

If you have a user name and password, you will type it in here.

People put passwords on computers to keep what they do safe.

A computer with an old operating system may not need you to sign in.

An operating system is the program that runs your computer. Windows is an operating system. Apple computers use a different operating system.

You will see the desktop after you sign in.

The desktop will look different on each computer.

The desktop has icons (pictures) of apps, programs, and folders.

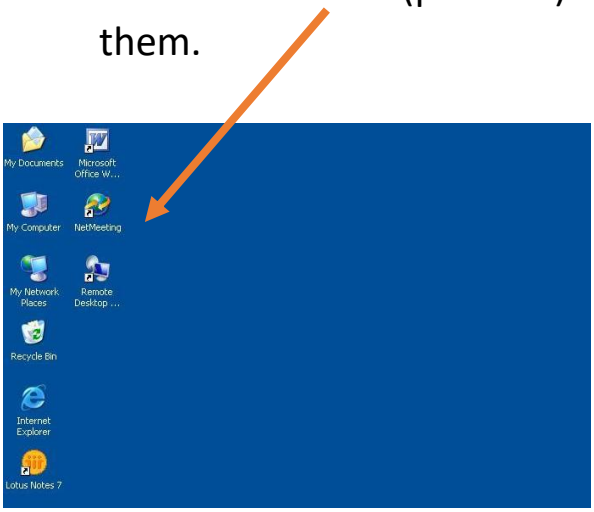
Activity #1 – Turn On Your Computer and Sign In

Turn on your desktop or laptop computer.

1. Sign in using your username or username and password.

2. Look at what is on the screen of your computer.

3. Look at the icons (pictures) on the desktop and the words under them.



Please finish pages 6, 7 and 8 of your workbook.

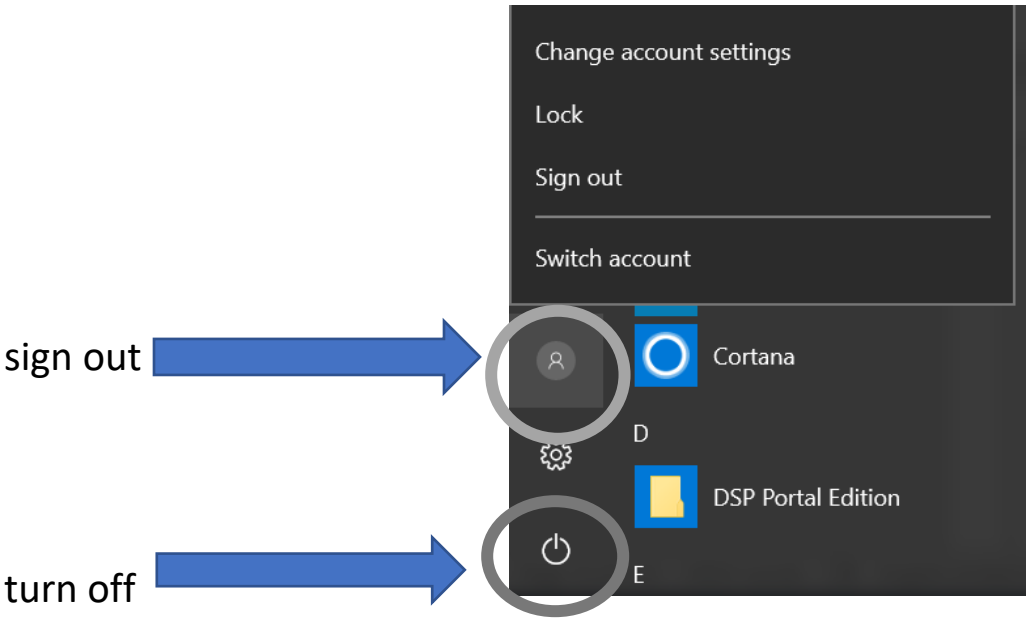
Ask your instructor about Milestone #54

How do I turn the computer off?

Look for the **Windows** icon at the bottom left of your screen.

Click on it.

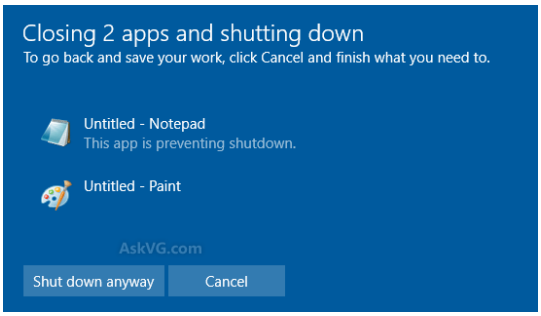
You can choose to sign out or turn off your computer.



If your computer is older, it might look different.

Click on the **Sign out** button or the **Shut down** button.

The computer will ask you if you want to sign out.

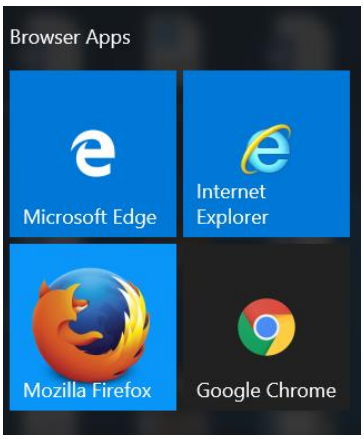


This is a safer way to turn off the computer than to use the power button.

Looking on the Internet

Browsers are used to go on the Internet.

Here are some Internet browsers:



You can click on your **Windows** button to see them.

We will be using Google Chrome to search online later in this book.

Click on the **Google Chrome**

icon to go online.

How do I search for apps and folders?

Words in this lesson:

Apps	Button	Icon
Internet	Program	Web-based

Documents and pictures are saved on the computer in folders.

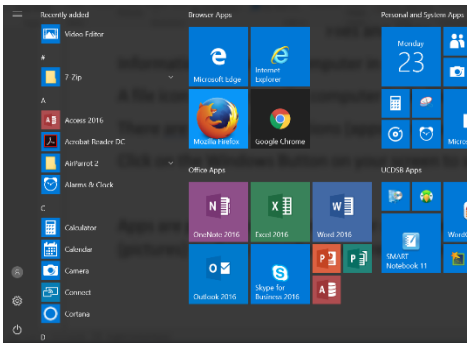
Folder icons (pictures) on the computer look like these:

You can click on a folder to see what is inside.

Desktop applications (programs) are also on your computer.

Click on the **Windows** button on your screen to see your apps.

The **Windows** button is also on some keyboards.



Apps are programs that help you do different tasks and are sometimes just for fun.

Apps have icons (pictures) to show you what they do.

Desktop apps have been installed on (put on) your computer.

Some apps are web-based apps and will need the Internet to run. Some web-based apps are:

Facebook

Google Mail

YouTube

Google Play

Twitter

If you cannot find the app or folder you need on the screen, you can search for it.

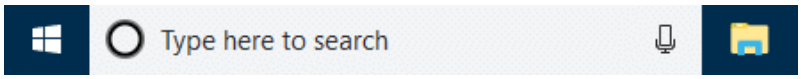
If you do not see the search box at the bottom of the screen, click on the **Windows** icon to see it.

Type the name of the app you are looking for and press the Enter key on the keyboard.

Please finish pages 9 and 10 of your workbook.

Activity #2 – Search for an App

Go to the search box, type the word **Notepad**, and then click on **Notepad**.



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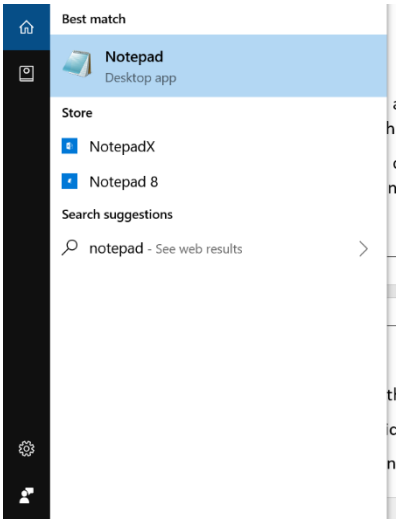
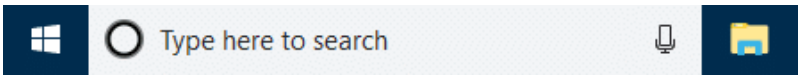


Click on a spot on the desktop where there are no icons (pictures).

The search window will close.

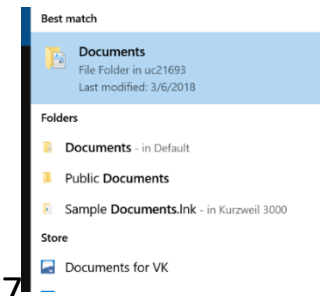
Activity #3- Search for the Documents Folder

1. Click on the search box.



2. Type **documents**.

3. Find the Documents folder.



4. Click on a spot on the desktop where there are no icons (nothing) to close the search box.

How do I search for a website?

Words in this lesson:

Address bar	Browser	Chevron	Drop-down
Internet	Home page	Online	Search engine

Search engines help you find information online.

Google is a search engine used by many people.

There are other search engines as well, like bing.com, msn.com and yahoo.ca, and DuckDuckGo.

In this book, we will be using Google.

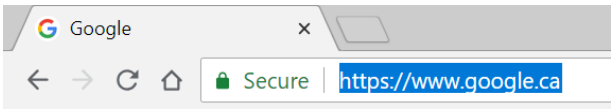
When you click on the Google Chrome icon, the browser will open on the Google home page.

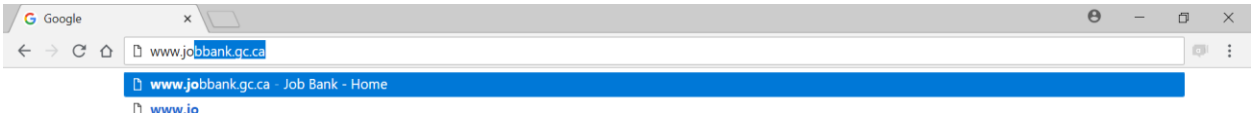
A home page is where you start on the Internet.

The address bar is used for searching online.

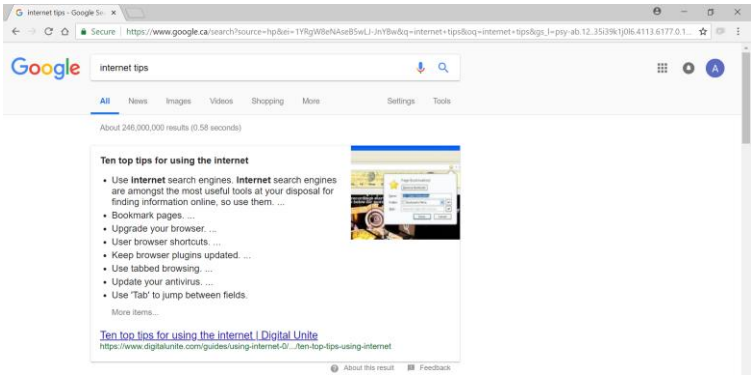
It is at the top of the screen.

Click in the box to highlight the address, then type over it with your new web address.





You will get a list of items that match your search.



What is a link?

The hand pointer looks like this:

When the arrow pointer changes to a hand, it indicates the presence of a link.

Selecting the link will take you to another document for further information (or to another place in the current document).

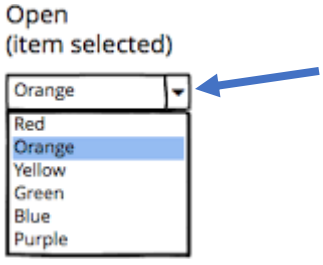
A link is often indicated by a different colour and by being underlined.

What is a drop-down menu?

A drop-down menu shows options dropped down in a list.

You are asked to choose one option from a list.

A drop-down menu looks like this:



To pick something from the box, click the down arrc

Use your wheel button to move up and down through the items in the list.

Click on the one you want.

There will be a bar on it to show you have picked it.

How do I see more of the page?

You may need to move up and down or side to side to see a whole webpage. You can do this by scrolling.

Use the scroll bars to move the page.

Scroll bar on the right and bottom of your screen

up

down

Click on the up arrow to move up the page.

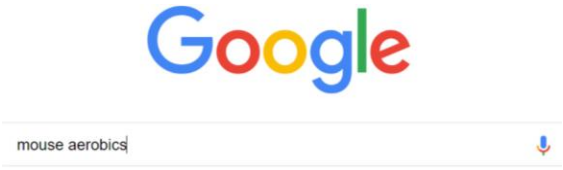
Click on the down arrow to move down the page.

Or use the wheel on your mouse to scroll up and down in a document.

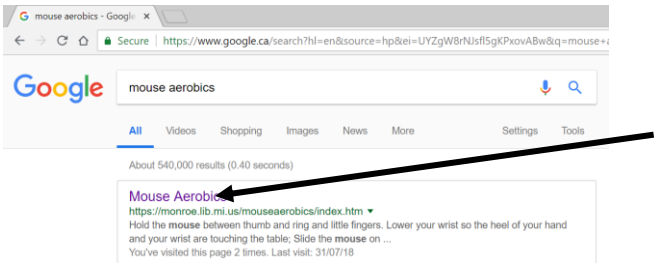
Activity #4 – Use the Mouse Online

Open your browser.

1. Go to the Google search box, type in **Mouse Aerobics**.



2. Pick one of the blue links.



3. Follow the instructions to practice using a mouse.

4. Let your instructor know when you are done.

5. Go to the Address bar, type in **google.ca**, and search *Mousercise.*

6. Click on **Mousing Around: Moucercise**, and follow the instructions there.

   *If you want more practice at using a mouse, search for another link.

How do I print part of a page on a website?

If you print from the Internet you can have a lot of pages. Ads and other text you do not want can print out too.

If you highlight only what you want and print it, you will save paper.

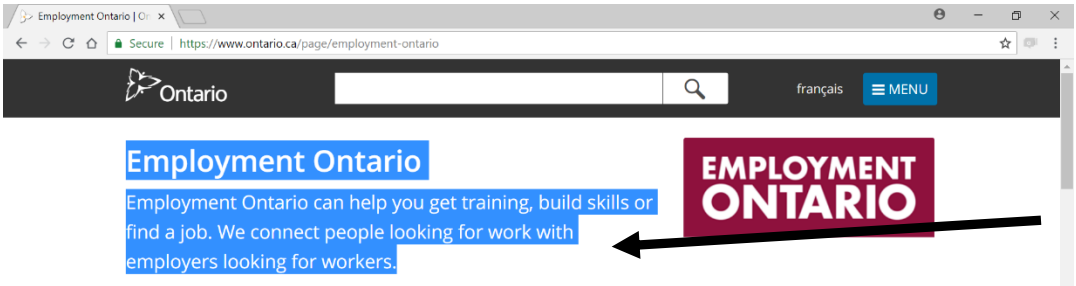
You can do this in Google Chrome.

Type this web address:

https://www.ontario.ca/page/employment-ontario

Instead of printing the whole article, select (pick) the information you want by highlighting it with your mouse.

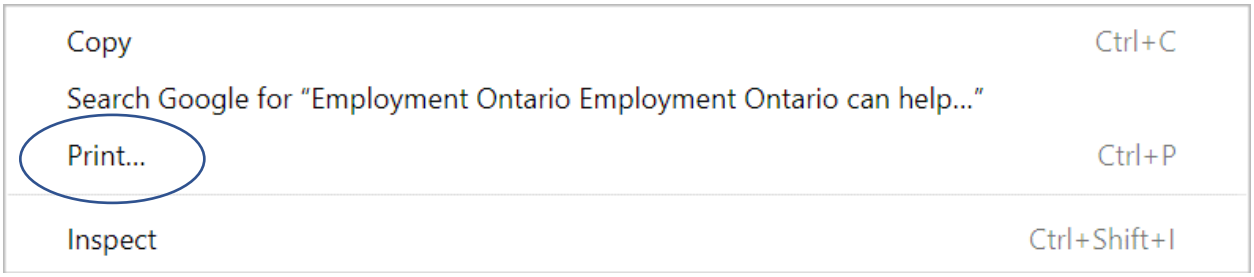
Highlight the top part of this site.



Left click at the start of the word **Employment** and highlight by holding down your finger (drag) on the left mouse button and moving your mouse down to the **workers** (see example on page 22).

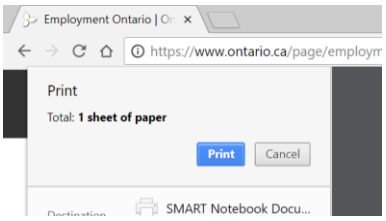
Lift your finger when you are done.

Right click on the blue highlight. Make sure you use the button on the right side of the mouse and that you click right on the highlight.



Select (pick) **Print**.

You will see a screen showing you just this part of the site.



Click **Print.**

Activity #5 – Print a Recipe

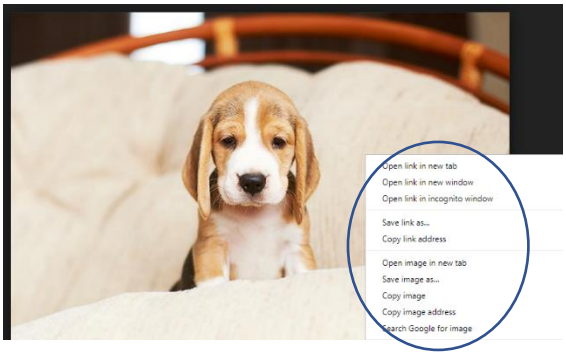
1. Go to **Google.com**.

2. Type **cookie recipes** and pick a cooking website.

3. Practice highlighting recipes holding down the mouse or by clicking on the same spot three times.

4. Click on the page away from the highlighted words to make the highlight go away (deselect).

Activity #6 – Print a Picture of Puppies

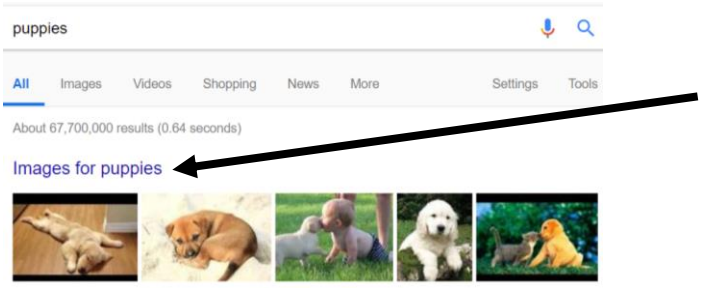


If you want to print just a picture (image from the Internet) you can right click on it to print. Right clicking on a picture gives you options, like print, save or copy.

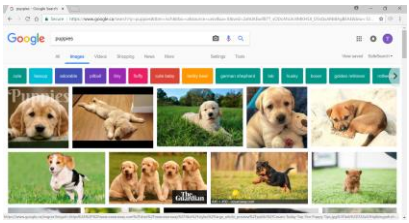
1. Type in **Google.com**.

2. Type **puppies** in the search box.

3. Click on **Images for puppies**.



4. Look at the images (pictures) of puppies.



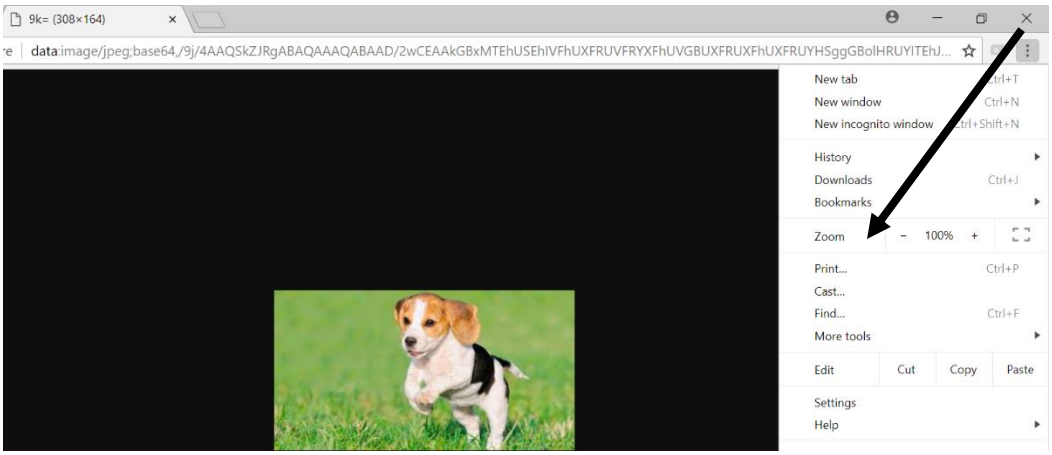
5. Click on one.

6. Right click on the picture to get your options.

7. Pick **Open image in new tab**. A tab will show up at the top of the screen.

8. Click on it.

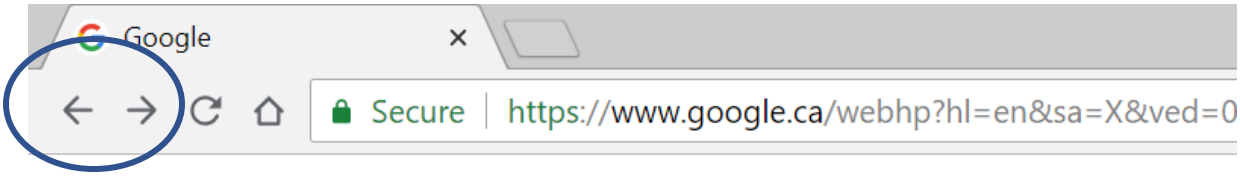
9. Click on the three dots in the right corner.



10. Pick **Print**.

11. Print picture.

How do I go back to where I was?



You can go backward and forward on the Internet as if you were turning pages in a book.

If you do not close your screen, you can use the arrows to go back to where you were before.

Click the back arrow at the top, left corner of the screen to go back.

It will take you back one page.

If you would like to go to the page you were on, click the forward arrow at the top left corner of your screen.

You can move back and forth from webpage to webpage using these arrows.

Activity #7 – Turn the Page

1. Use your back arrow to go back to Google from your Mouse Aerobics page.
2. Click the forward arrow to go back to the Mouse Aerobics page.

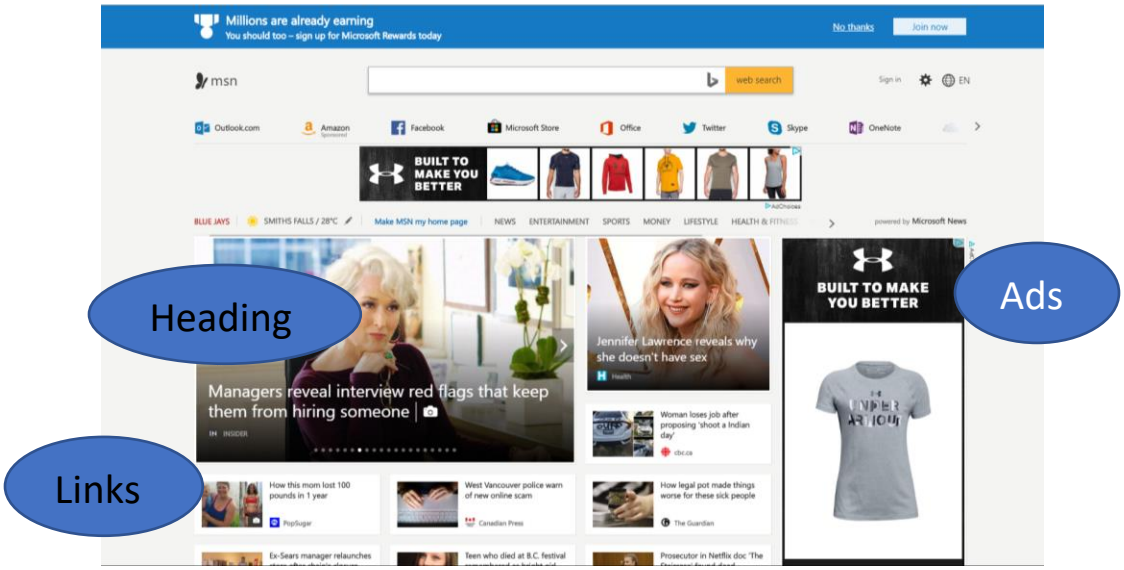
Looking at a Website

Words in this lesson:

Ads	Bookmark	Headings	History
Link	Slide	Titles	

You can use these 5 tips when reading a website:

1) Look at all the titles and headings on the page.
2) Only read the parts you need. You do not have to read it all.
3) Try not to click on ads or commercials on the page.
4) Scroll to see the whole page.
5) If you click on a link you do not like, use your back button to get back.

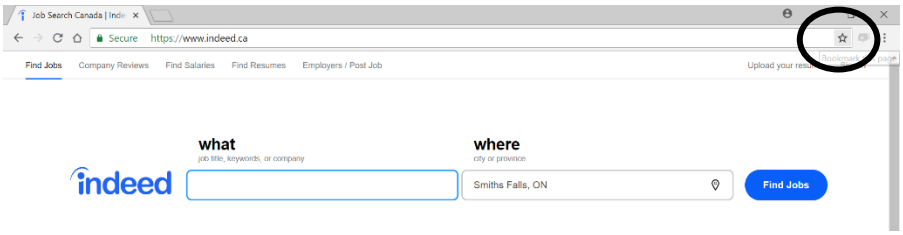


The pointer will let you know where you can click on a webpage. The arrow will change into a pointing hand.

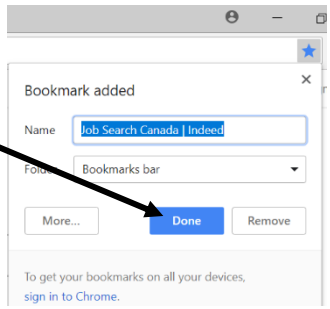
How do I save my place?

If you find a site you like you can save it. Saving a website is called bookmarking.

Click on the star to bookmark the site you are on.



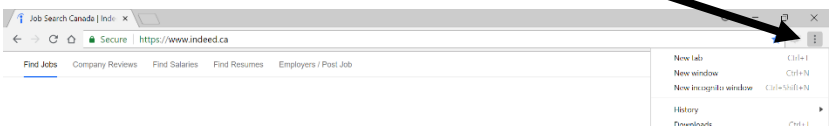
Click on **Done**.



How do I see my bookmarks?

Click on the 3 dots on the right. A menu will drop down.

Click on **Bookmarks**.



Your bookmarks will show up on the left.

Use your mouse and slide straight across.

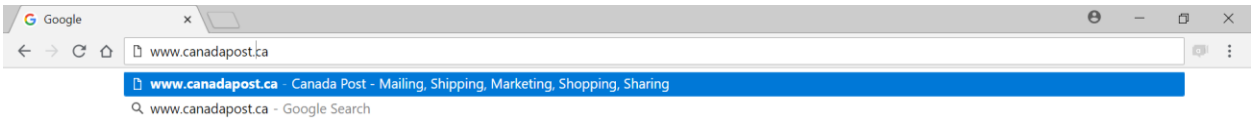
Click the page you want to save (bookmark).

Activity #8 – Find Your Postal Code

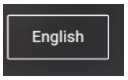
Go to the address bar.

1. Highlight the address in the bar by clicking on it.

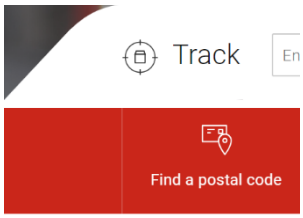
2. Type in www.canadapost.ca



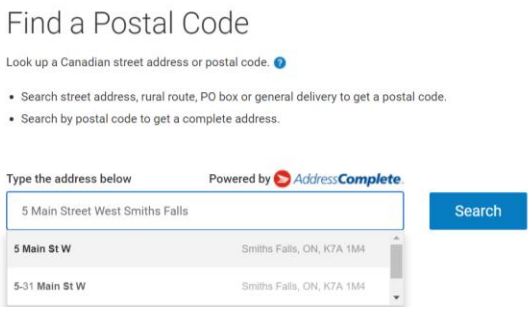
3. Use the Enter key on the keyboard.
4. Choose English.



5. Click on **Find a Postal Code**.



6. Type in your street address and town in the search box.



7. Click **Search** or pick your address from the drop-down box.

8. Look for your postal code.
9. Bookmark this site.

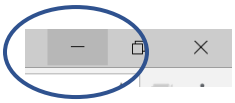
How do I go to other places?

You can keep what you are working on and still go to other places on your computer.

The name for keeping a page but moving it out of the way is called "minimizing."

Minimizing a screen does not close it. It sends it to the bar at the bottom of the computer.

To minimize a screen, click the line at the top right of your page.



To open it back up, click the program icon in the bar at the bottom of the screen.

Activity #9 – Minimize the Page

1. Minimize your Internet page.
2. Click on the **Google Chrome** icon to bring it back up.
3. Minimize it again.
4. You will need to on the desktop for the next part of this book.

Please finish page 11 of your workbook.

Looking for a Job

Many people look for work online.

There are job search websites like the job bank and Indeed.ca

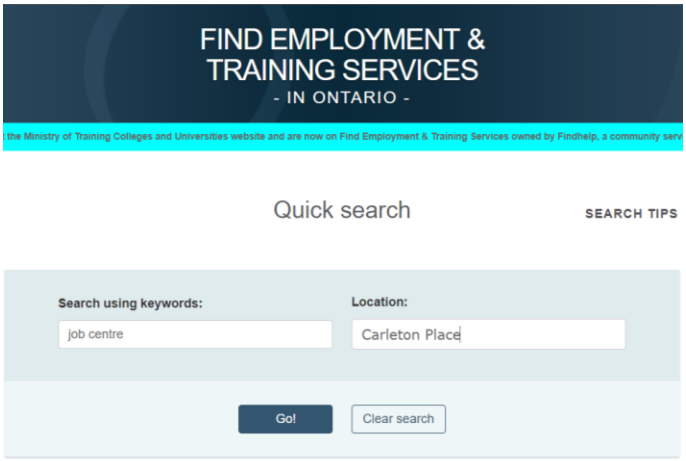
Some employers look for workers on Kijiji and Facebook.

Employment Ontario has places where you can go for job and computer help.

To find one near you, you can type this web address into your address bar:

http://feats.findhelp.ca/eng/search.html

Search for a job centre near you.



The search will tell you what job centres are in your area.

Activity #10 – Search for a Job

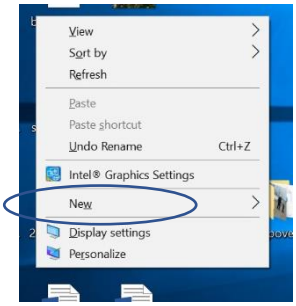
1. Search your town or city on the job bank https://www.jobbank.gc.ca/home.

2. Click a job and then use the back arrow to go back to the job list.

Learning about Folders and Images

How do I create a new folder?

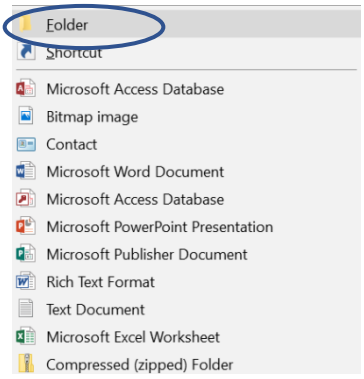
In this lesson, you will create (make) a folder for new pictures.



Right click on a blank space (where there is nothing) on your desktop.

Click on **New** and slide across to the menu that shows up.

Click on **Folder**



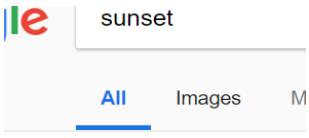
A new folder will show up on the desktop.

Click in the blue square and type **New Pictures**, then press the Enter key on your keyboard.

This is where you will be saving pictures for this lesson.

How do I save a picture from the Internet?

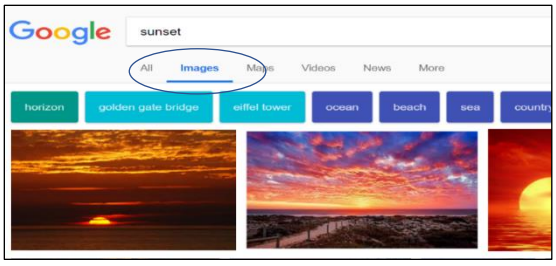
Click on **Google Chrome** at the bottom of the screen.



Type in www.google.ca.

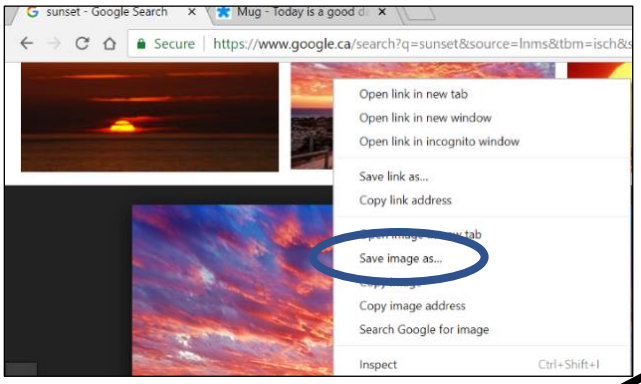
Type the word **sunset** in the address bar.

Click on **Images**.

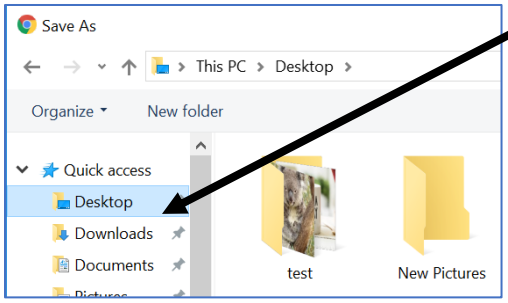


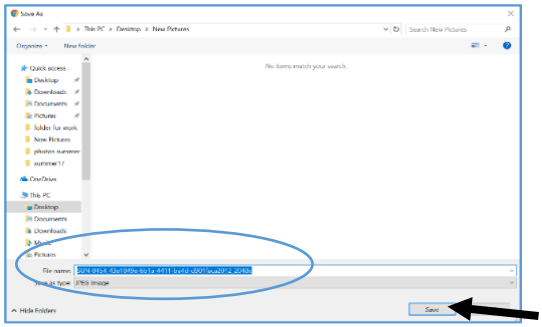
Click on one of the pictures of a sunset.Right click on the image you picked.

Click on **Save image as**.



Click **Desktop** and your **New Pictures** folder.





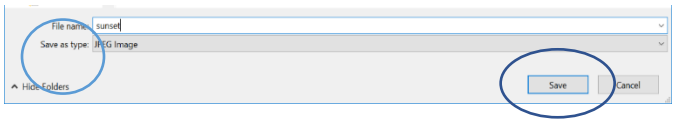
Click in the box beside file name and type **Sunset**.

Click **Save**.

Activity #11 – Save Pictures to a New Folder

1. Go to the Google search box and type **koala bear**.

2. Click on a picture (image) you like.



3. Right click and pick **Save image as**…

4. Click on your **New Pictures** folder on the desktop.

5. Click beside the file name. Type the word Koala to rename the file and click save.

6. Go to the Google search box and type **good day**.

7. Click on **Images**.

8. Click on a good day image that you like.

9. Right click and pick **Save image as**…

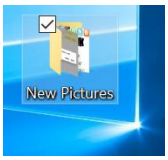
10. Click on your **New Pictures** folder on the desktop.

11. Rename the image good day and save.

How do I look at my saved images?

You can right click in a file to change how you see what you have saved.

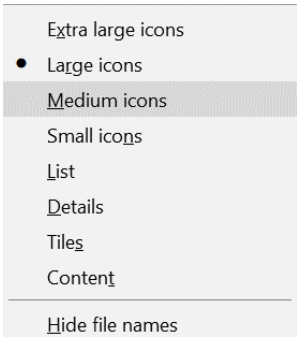
Click on a folder.



Right click on a blank, white space to see options.

Click on **View**. Slide your mouse over.

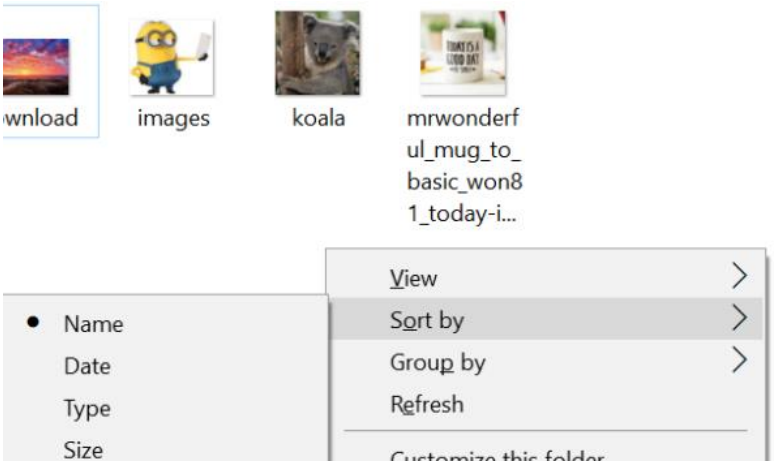
You can move items into a list or see them as icons (called thumbnails when they are in a list). You can pick the size.



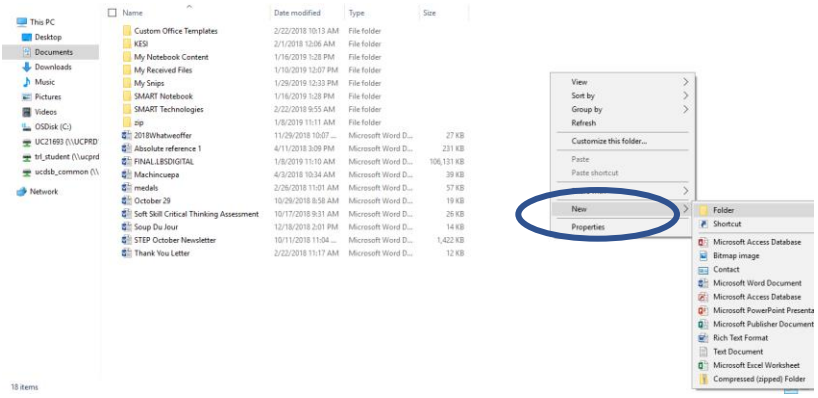
You can sort your items into alphabetical (A-Z) order or by date.

Right click on **Sort**. Slide over.

Pick how you want to sort the items in your file.



What is the difference between files and folders?



One image is a file.

A document is also a file.

Folders can hold many files.

You can create folders for your files just like you did on page 32.

Creating a folder is an option that you get when you right click your mouse.

You can make a new folder (right click your mouse) on a USB, in documents or on the desktop.

You can pick the new folder to save your files, left click on New to create the folder.

Learning about Email

Words in this lesson:

Account	Address	Compose	Contact	Create
Email	Folder	Forward	Gmail	Reply
Send	Theme	Video Chat		

Google has a free email service called Gmail.

If you do not have an email address now, you can get one on Google.

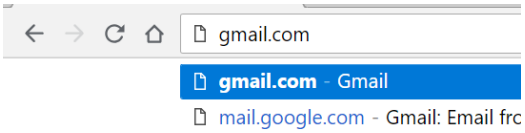
You need to sign up for it.

Please finish pages 12 and 13 of your workbook.

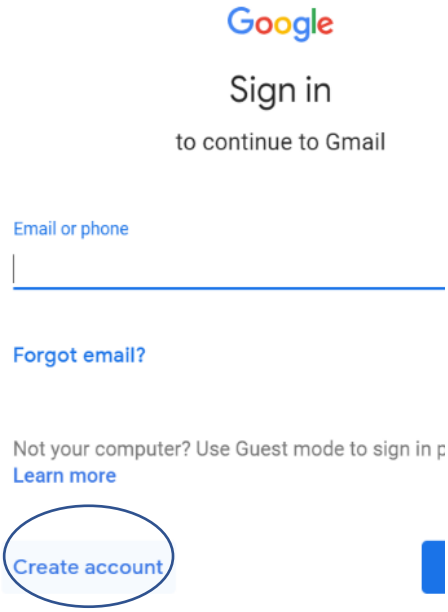
How do I get a Gmail account?

Pick an email name and a password you will remember.

Go to the address bar and type **gmail.com**.



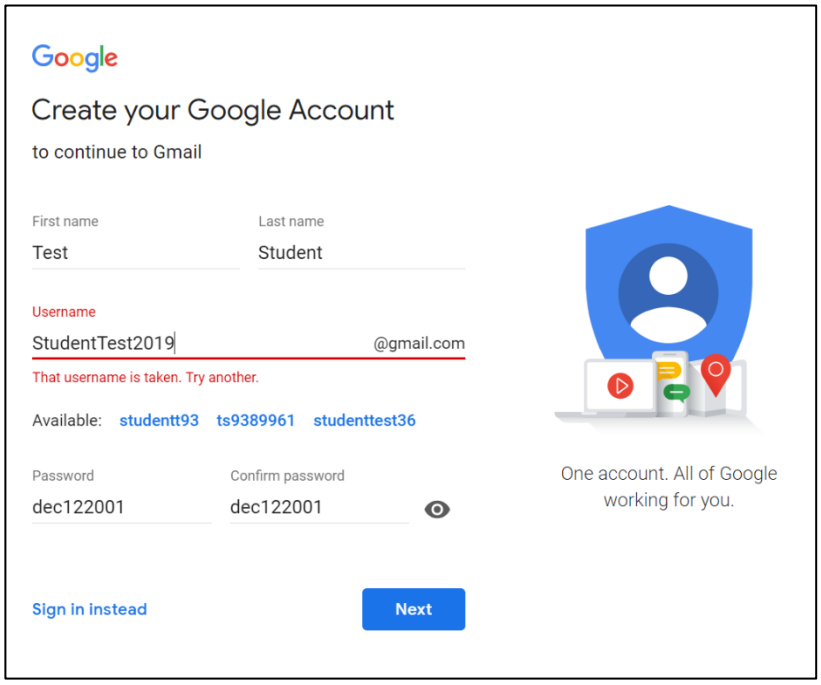
Click on **Create account**.



Click in each box.

Type in your first name and last name.

Pick a username. There are many used ones. It will take 2 or 3 tries to get one.

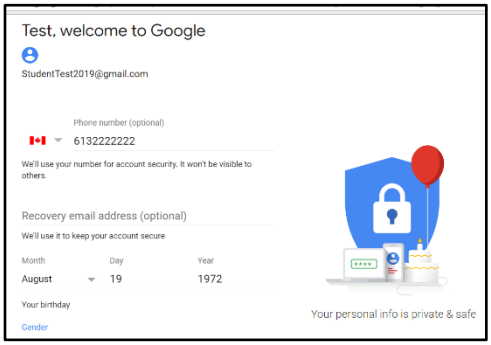


Pick a password with letters and numbers. You will type it twice.

Click on **Next**.

Type your phone number.

Click the drop-down boxes to give your birthdate and gender.

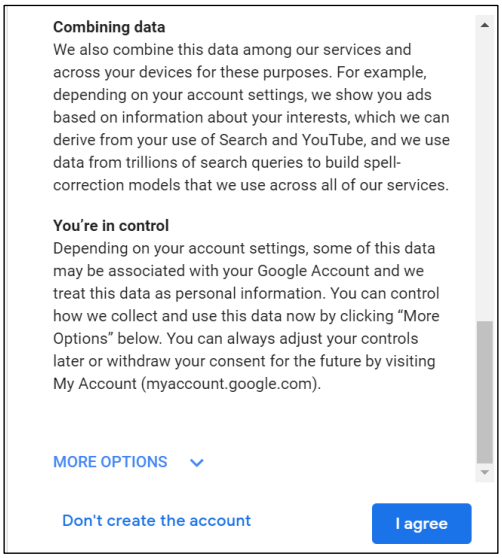


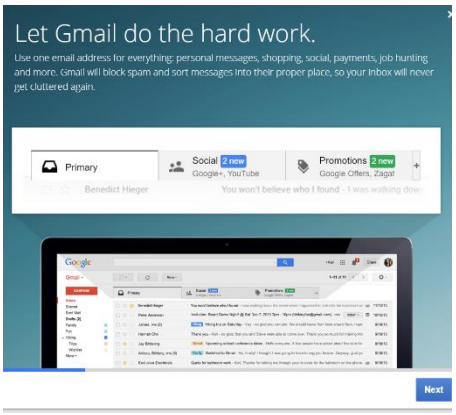
Click **Next**.

Click **Not Now** when asked to have a number sent to your phone.

Scroll down and click **I agree**. (Read the agreement first. Ask for help if you need it)

Google has pages of information about Gmail.



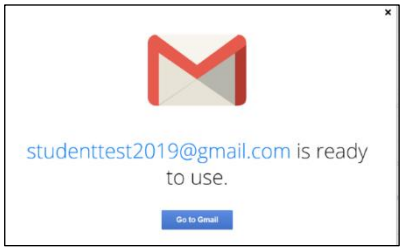


Click **Next** to look at the next page.

Click **Go to Gmail**.

You will see this screen.

This is your email.



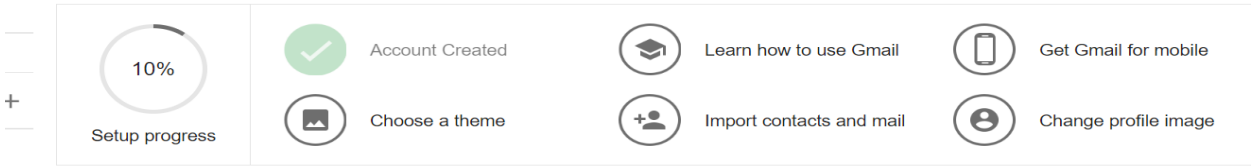
You can use this to send emails and video chat (to see someone on the screen while you are talking to them).

You can check your email on computers, iPads, iPhones, and Android phones.

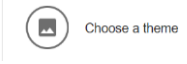
Google helps you set up your email.

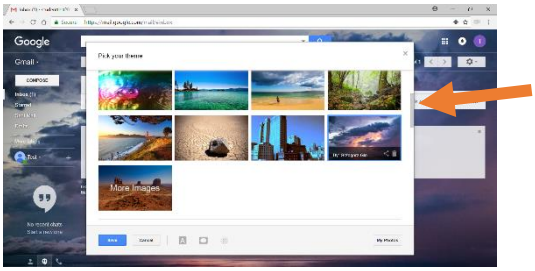
Activity #12 – Set Up Your Gmail Account

After you have signed up for a Gmail account: Set up your email.



1. Click on **Choose a Theme** to set up your theme.



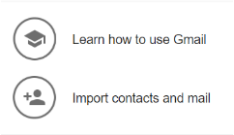


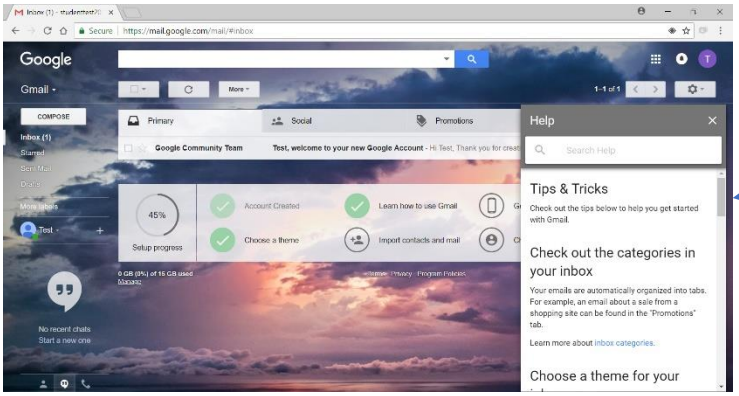
2. Scroll down to see all themes.

3. Click the one you like.

4. 6. Click on the **X** on the right to close.

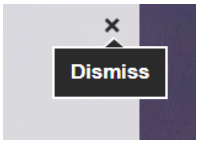
5. Click on **Learn How to Use Gmail**.





6. Scroll down to look at the tips.

9. Then click the **X** to close.



10. Click on the **X** to exit. You have done everything you need to do for now.

How do I write and send an email?

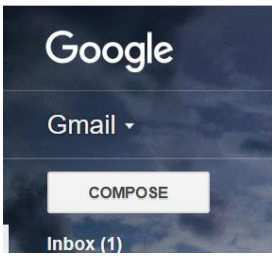
All email addresses have an “at” sign @. You are writing to someone at his or her email site.

Writing an email is called composing it. After you have written the email, you send it to the other person.

This is what the screen might look like when you are writing an email to someone.

To:	**JuniperBurnaby@mail.ca**
Subject	Interview on August 12th
Greeting	Dear Mr. Burnaby,
	(space)
Message (State who you are. Write what you want the person to know.)	This is Hannah Myers. Your office assistant called me and asked me to email you about our interview on August 12th. I can come to the interview at 2pm on 22 Main Street East. Thank you for your time.
	(space)
Closing	Sincerely,
Your Name	Hannah Myers

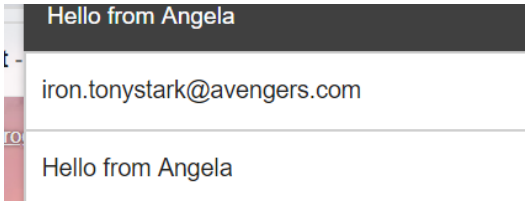
To starting writing an email, click **Compose**.

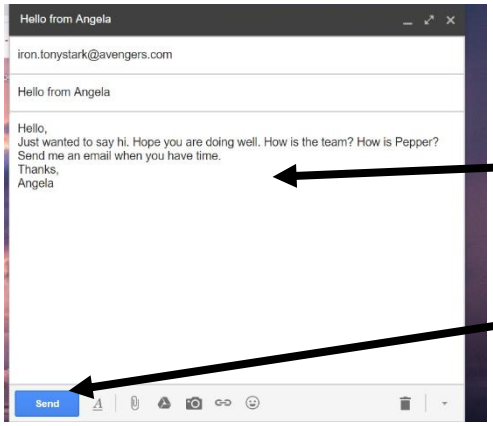


You will see this:

Click on **To:** and type in the email address of the person you are emailing.

Click on **Subject** and say what your email is about (for example, "Hello from Angela").





Write message here.

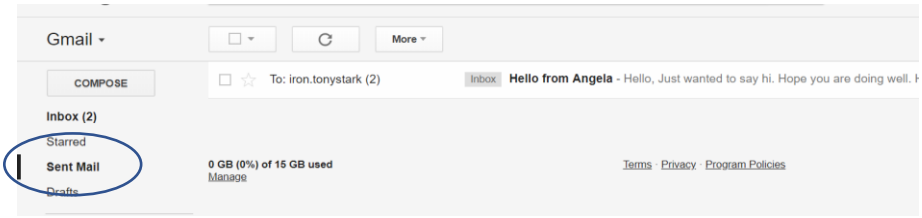
Click **Send**.

Click in the big, white box to write your email.

Read it over to make sure it is ok.

Your Sent Mail folder keeps all the emails you have written.

Click **Sent Mail** to see if your email is there. Click **Inbox** to go back to your list of emails.



Activity #13 – Sending Email

1. Ask someone for her or his email address (friend, classmate, or teacher).

2. Write that person an email (compose).

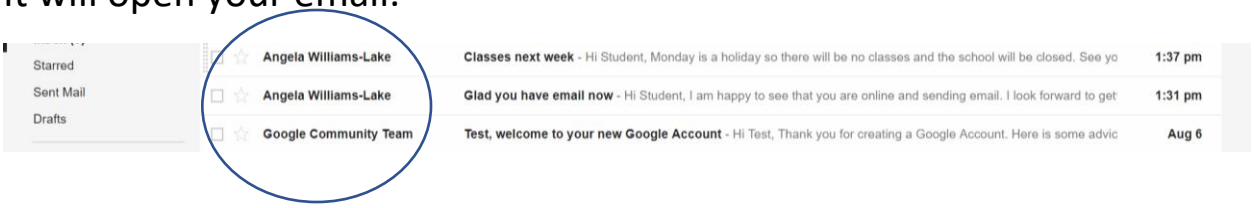
3. Click **Send**.

4. Check your Sent Mail folder to see that your email sent.

How do I reply to an email?

Click on the sender's name in your inbox.

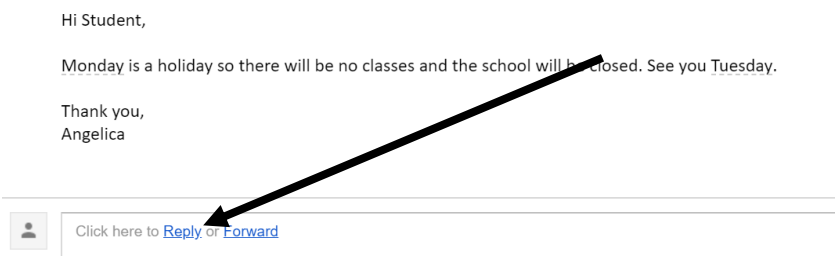
It will open your email.



Read your email.

Look at the bottom of the message for Reply.

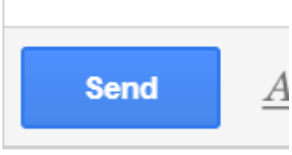
Click **Reply**.



Write your reply in the box that shows up.

Read it over.

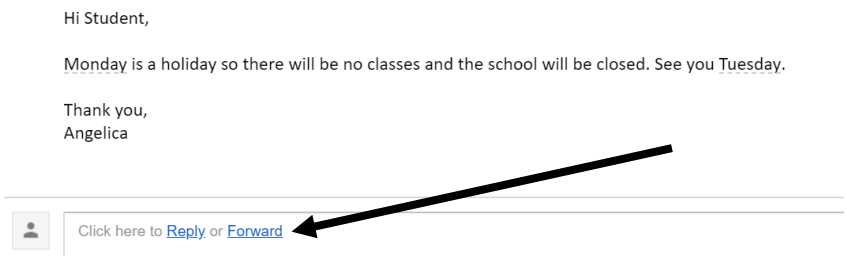
Click **Send**.



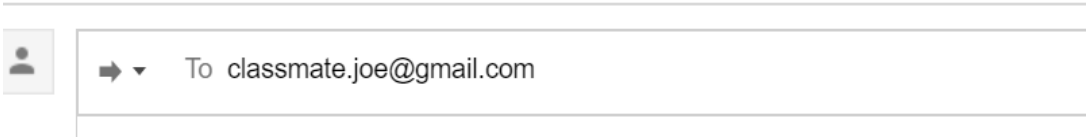
Gmail will keep all emails in one place so you can see what you have said.

You can forward an email. Forward means you send an email that you have received to someone who did not send it to you.

Click **Forward**. It is under the email beside reply.



Type in the email address and click **Send**.



*Note: You can type a message in the box before you forward if you want.

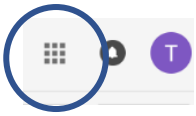
Activity #14 – Reply to Email

1. Give someone your email address.
2. Ask them to send you an email.
3. Reply to that email.

How do I add someone to my list?

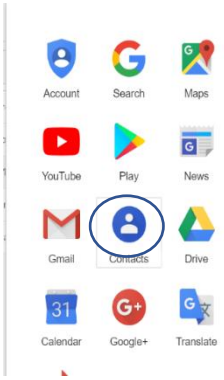
Have someone's email address ready.

On the top right of your screen when you have Gmail open, go to the round circle that has nine little squares in it. This is called the waffle icon.

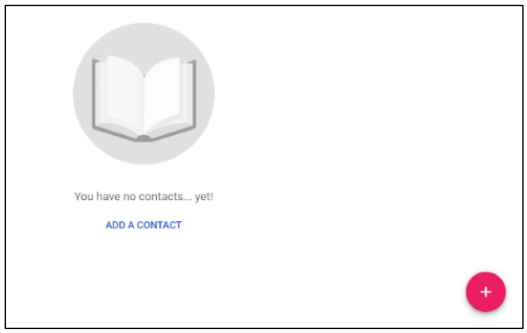


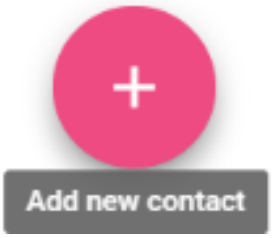
Click on it. It will open up and show lots of icons.

Click **Contacts**.



Click on Add a Contact or click the red circle with the plus sign.

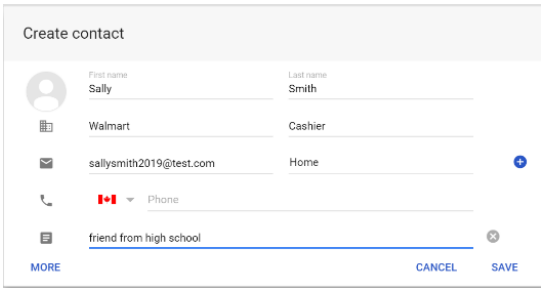




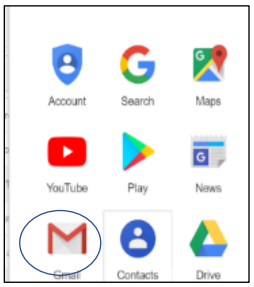
Be sure to fill out the first name, last name, and email. You can add other details if you want.

Look it over to make sure it is right.

Save.

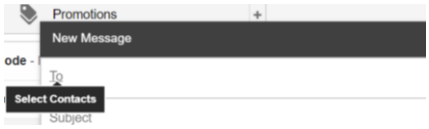


Click on **Add new contact** again to add more contacts if you want.



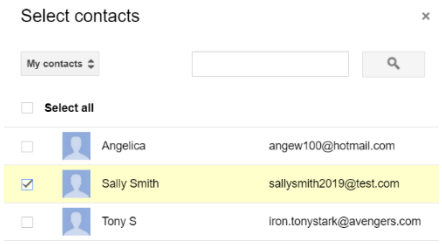
Click on the **waffle** (Google app) icon to open it up, then click on the **Gmail** icon to go back to Gmail.

Click on **Compose** to write an email.

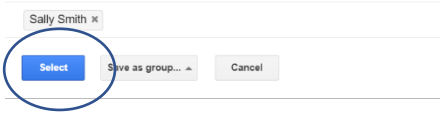


Click on **To** in the compose screen.

Click the checkbox beside the person you want to mail.

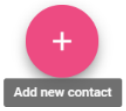


Click **Select**.



Your contact is now in the email.

If you want to send the email to more than one contact, click more than one checkbox.



Then click **Select**.

Write the email to your contact.

Add a subject.

Send your email.

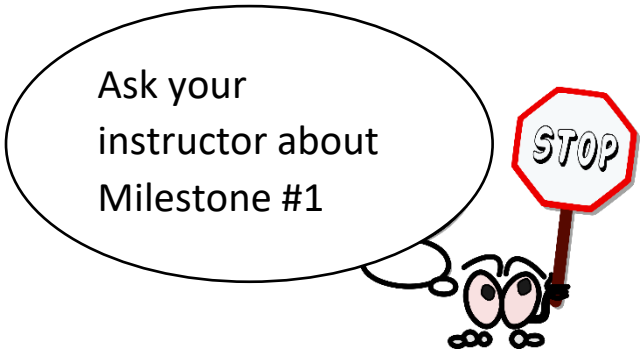
Want to learn more about email?

Type these websites into your address bar:

https://youtu.be/AGiFkJDwG-k

https://edu.gcfglobal.org/en/gmail/

Learn when to use reply all, visit:
https://www.lifewire.com/do-not-default-reply-all-1173272



Please finish page 14 of your workbook.

How do I send a picture in an email?

You can attach a picture or document to your email and send it to someone else. These are called attachments.

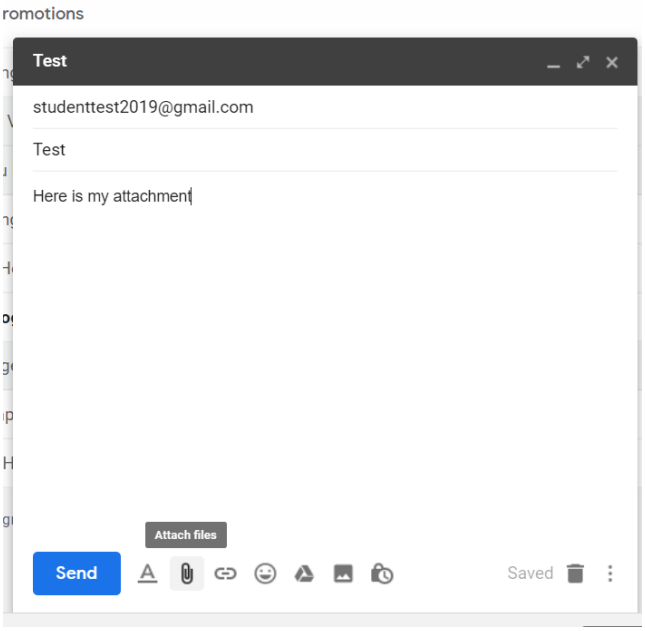
You send an attachment by clicking on the **paperclip** icon beside the **Send** button at the bottom of your email.

Activity #15 – Send an Email with a Photo to Yourself

1. Sign into your email and click on **Compose**.

2. Type your email address beside **To:** (Yes! You are sending this email to yourself).

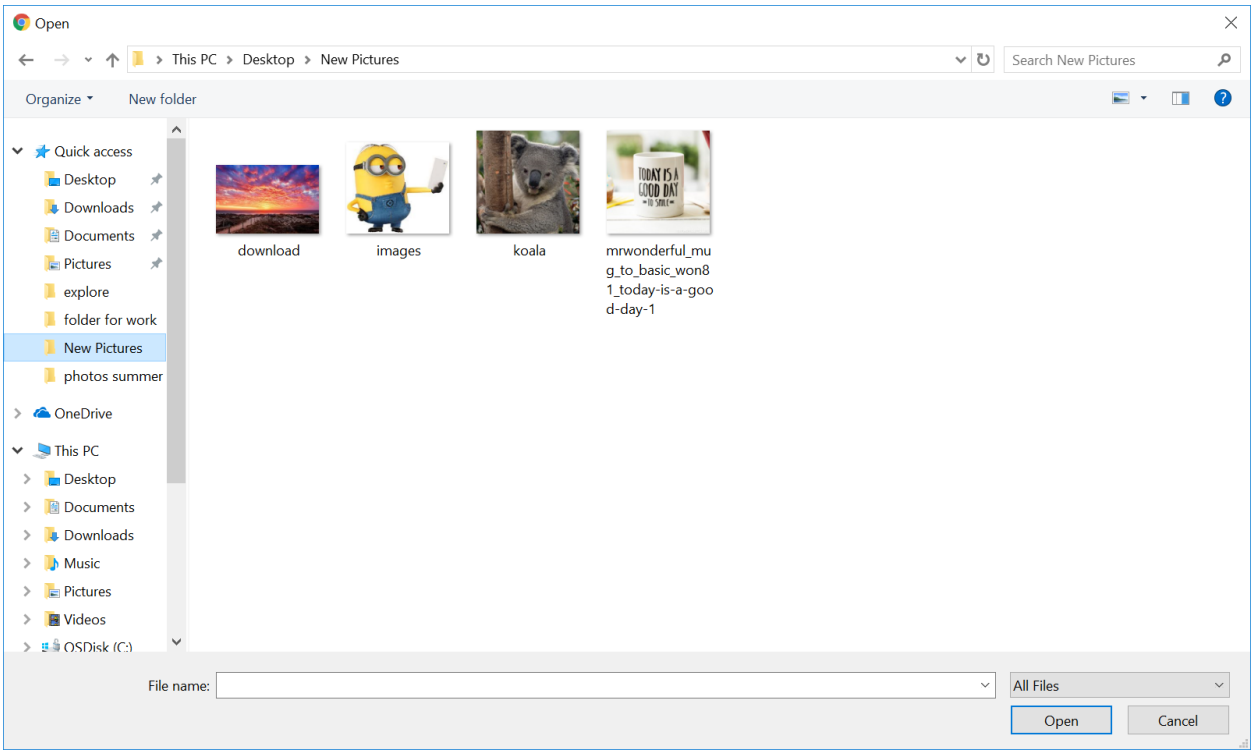
3. Your subject will be: Test.



4. Write a message to yourself.

5. Click on the **paperclip** beside Send.

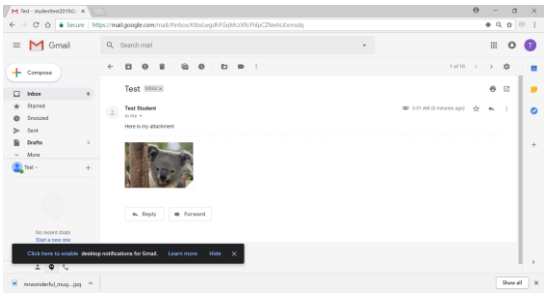
6. Click on **Desktop**, and click on your **New Pictures** folder.



7. Click on one of your pictures and then click **Open**.

8. Send your email.

9. Go to your **Sent** folder and open the email you just sent to see your attachment.



*Try this again with a Word or Notepad document that you have saved to your USB.

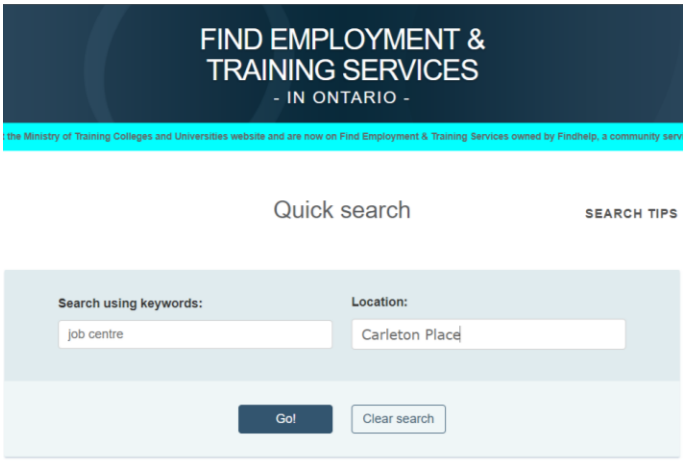
Learning about Places to Use a Computer

Employment Ontario has places where you can go for job and computer help.

To find one near you, you can type this web address into your address bar:

http://feats.findhelp.ca/eng/search.html

Search for a job centre near you.



The search will tell you what job centres are in your area.

Libraries have free Wi-Fi and public computers that you can use.

You can talk to them to find out how to get time on the computers there.

Do not be afraid to try new things out on your own now that you know so much about computers.

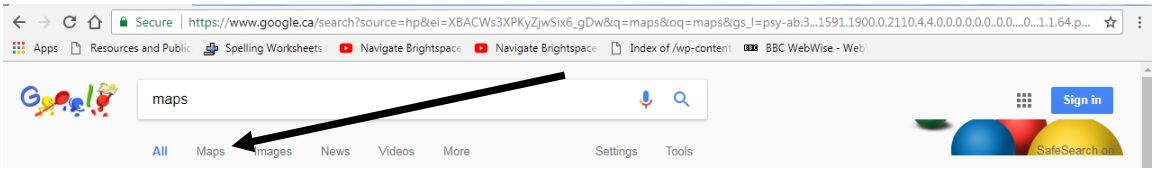
Your instructor will know of more programs you can try if you want to learn more.

Please finish page 15 of your workbook.

Learning about Google Maps

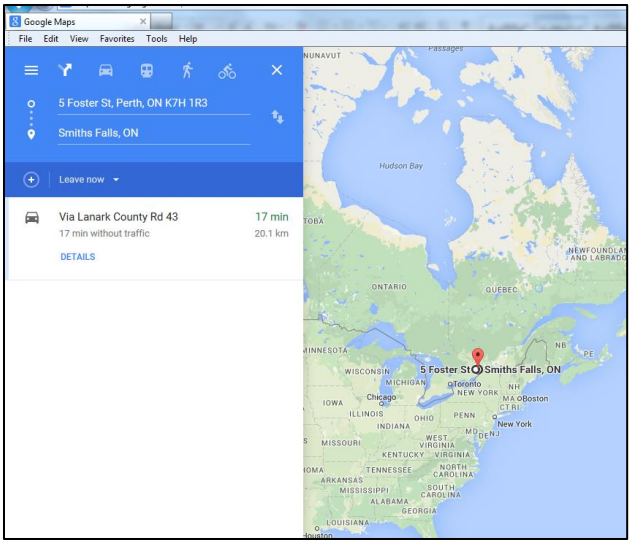
Go to your address bar.

Type in https://www.google.ca/maps/ or go to Google and search for Maps. If you use the search box, find the blue link for Google Maps and click on it.

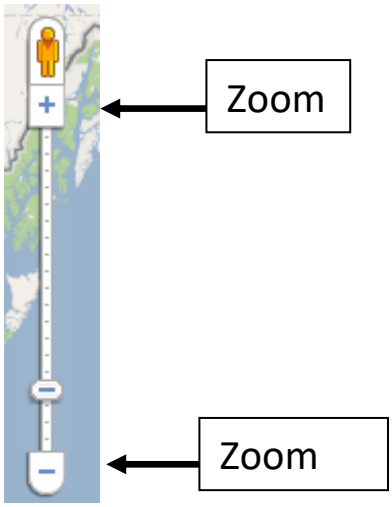


To find a town or city, type the name into the search box.

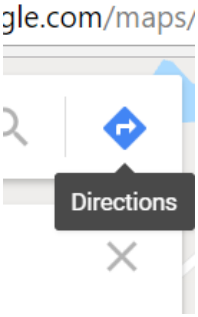
This will take you to a map of the area.



You can see a closer view by zooming in, or a larger map by zooming out using the + or – buttons.



Activity #16 – Find Directions on a Map



1. Click on **Directions**.

2. This will open two boxes, one for where you are starting and one for where you want to end up.

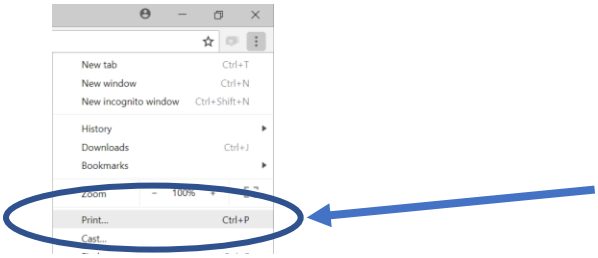
3. Type in where you want to start and where you want to end.

4. Press the Enter key and you will see a map and text that will tell you how to get where you are going.

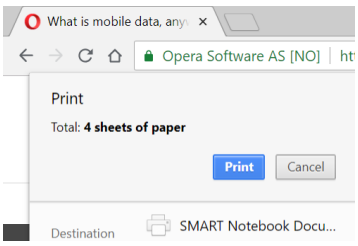
5. You can print these if you need to take them with you.

How do I print directions?

Click the three dots on the top right. Pick **Print** from the drop-down menu.



Click **Print**.



Learning about Facebook

Social media sites are places you can share your life with other people online. There are many social media sites. Three popular sites are: Facebook, Twitter, and Instagram.

Before you start using one of these sites, there are a few things to think about.

Remember this:

- ✓ Bosses sometimes search on social sites to see what people are like before giving them a job.
- ✓ Some posts can be seen by everyone.
- ✓ People who can see your posts (what you put online) and pictures, can save them to their own computers and keep them.
- ✓ Set your privacy settings so only people who you want to see your site will be able to (see below for instructions on how to do this).
- ✓ Your social website can show in a Google search if someone is looking for you.
- ✓ There are people that lie online and use these sites for criminal behaviour.
- ✓ Anything you put online can be used in a court of law (since it is all public).
- ✓ What you put online stays online forever!
- ✓ People can use the Internet for bullying or to write mean comments.

A lot of people are on Facebook. It has over 2 billion users. If Facebook was a country, it would be the biggest country in the world.

Maybe someone has asked you if you are on it.

If you want to join it, this lesson will show you how.

Facebook is a place to share information about your life.

It is also a place to find people you know and connect with them.

You can use Facebook for many things.

There are 4 main uses of Facebook.

1. Sharing updates (what is new with you) and seeing a friend's post.

2. Sharing photos and videos online.

3. Joining groups and following pages.

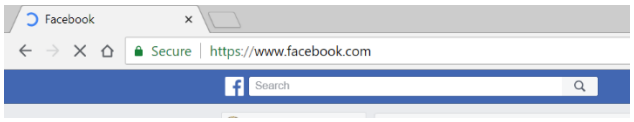
4. Sending messages.

How do I get a Facebook account?

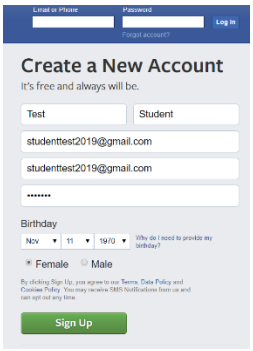
Words in this lesson:

Comment	Friend	Home	Like
Post	Privacy	Profile	Settings
Share	Status	Wall	

Type www.facebook.com



You will see this screen:

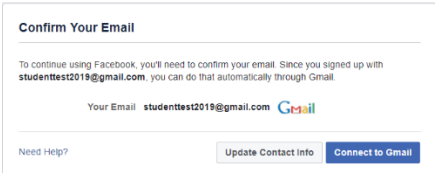


Type in your first name, last name, your new Gmail address

and choose a password.

Click on **Sign Up**.

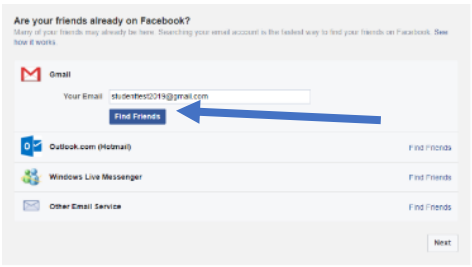
Click **Connect to Gmail** to confirm your email. Choose your account.



Facebook will ask if you want to find friends from your Gmail contacts.

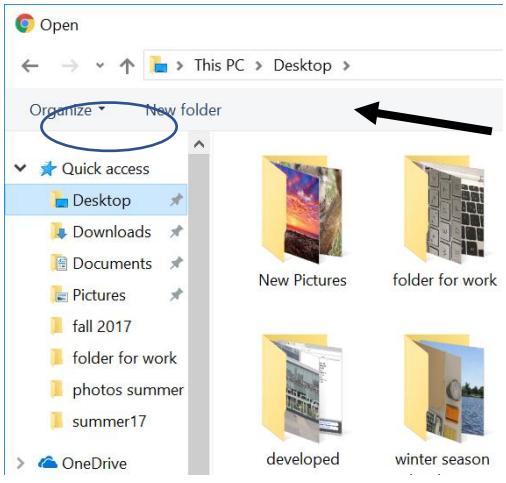
You can say yes or just add people later.

Click **Find Friends** to use people from your email contacts or **Next** to move on.



How do I add a picture to my my Facebook profile?

When people look for you they will see a picture. This is called a profile picture.



Click **Add Photo** to pick a picture for your Facebook.

Your This PC (computer) window will open.

Click on **Desktop** and click on the **New Pictures** folder.

Use the koala picture you saved.

Click **Open**.

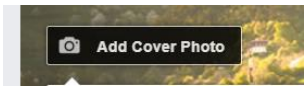
This will be your picture for now.

*You can change your profile picture any time you want.

Activity #17 – Add a Cover Photo on Facebook

1. Click on your name to see your profile.

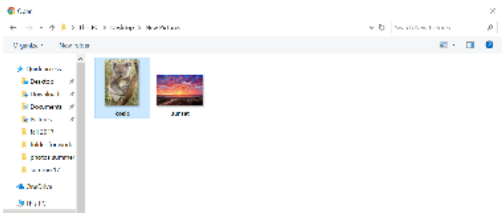
2. You will be asked to pick a cover photo.

3. Click on 

Add Cover Photo.

4. Pick **Upload Photo** from the drop-down menu.

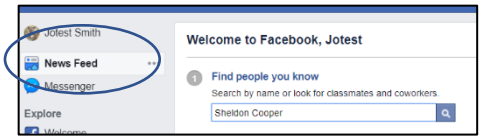
5. Click **Desktop** and your **New Pictures** folder.



6. Pick your sunset picture.

What is a news feed?

Your profile is all about you, your posts, and pictures.



Your news feed will show you what is going on with your friends and pages on Facebook.

Click on your name to go to your profile.

Click on **Home** to see what the top stories of your friends and pages.

This bar will on the top right will give you alerts. Alerts tell you when something is new.

Someone wants to be your friend on Facebook

You have a message

You have an alert. Example: comment on a post or like on a picture

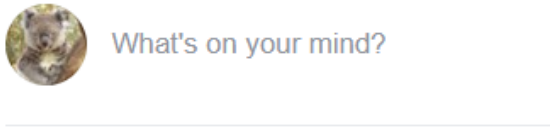
How do I change my Facebook status?

You can put a status up on your profile.

A status is something you post about your day.

You can decide if you want to do this or not.

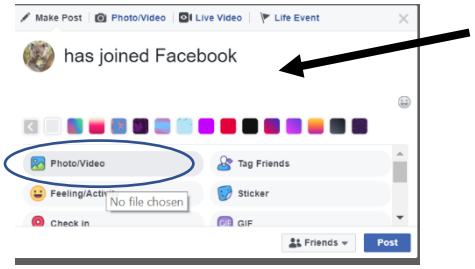
Facebook will ask you

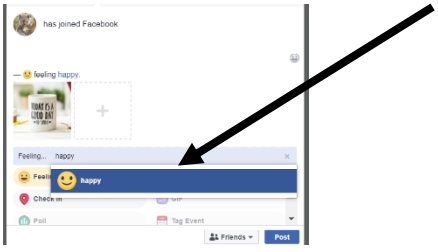


Click on this to type your status.

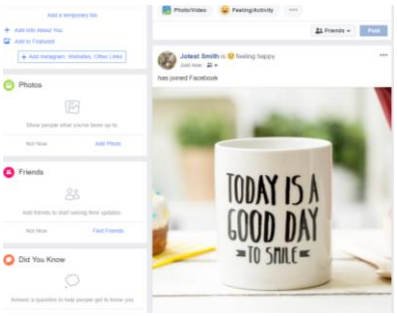
Activity #18 – Add a Status to My Facebook Page

1. Click in the status box.
2. Type in **has joined Facebook** in the status box.
3. Click on **Photo/Video** under the status.
4. Pick your Good Day photo.
5. Click on **Feeling/Activity** under Photo/Videos.
6. Click **Feelings** andthen choose a feeling.
7. Post your status.
8. It will show up on your wall. Your wall is where all the things you show in your profile go.





Friends can check your wall to see your posts.



← Status on wall

How do I add friends?

You can search for people or places you know and add them.

Click the Search box to look for people.

Type in a person's name.

If you find the right person, click **Add Friend** beside the name.

How do I join a group?

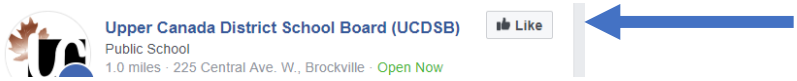
Some groups have Facebook pages, and you like them.

This is different than being a friend.

Groups have pages to give you information about events.

You can make comments (type something) about what they post.

If you search and find a page, you can Like that page to follow it.



How do I send people messages?

People can send you messages on Facebook.

You can write back.

This is done in Messenger.

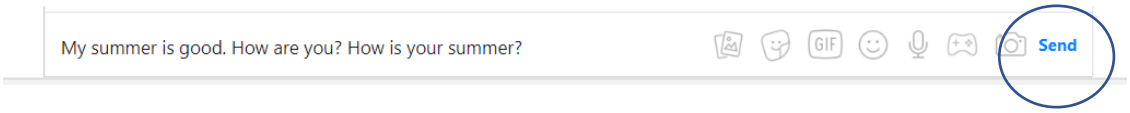
Click on the word bubble to go to Messenger.

You will see your message. Click on it.

Read your message.

Type in the box in the middle, bottom of your screen.

Read it over. Click **Send**.

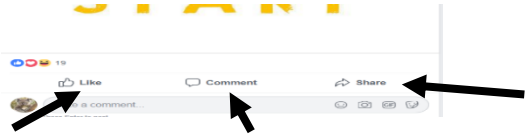


What is Home on Facebook?

Facebook Home is where you see what your friends are doing.

You can like their posts or make comments.

You can share a post that you like to your own wall.



Click to like a post.

Type post. Read it over. Press the Enter key to send.

Click to share a post your wall.

How do I decide who can see my status and my photos?

Click on the down arrow and pick **Settings**.

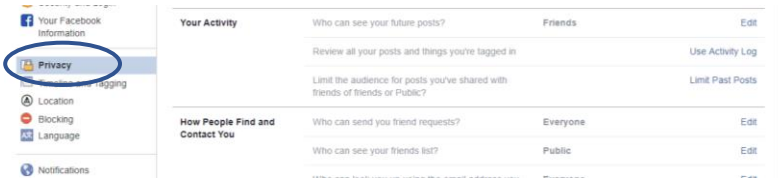
Click on **Privacy**.

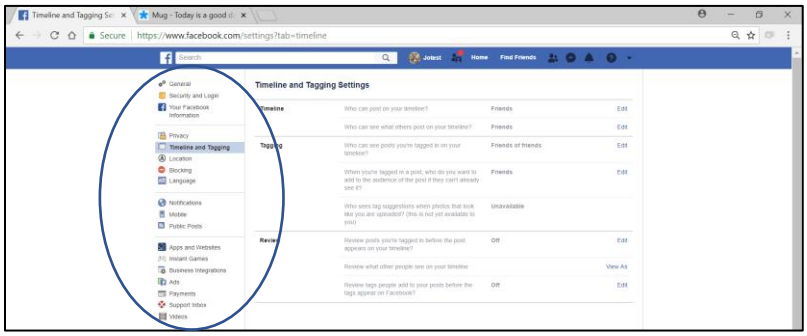
Click on **Edit** to set your privacy.

Click **Timeline and Tagging** on the left side.

Click on **Edit**.

If you pick Friends, then only people you add to your Facebook will be able to see your wall and posts. Picking Friends is the safe choice.





Want to learn more about social media?

Type this website into your address bar:

https://edu.gcfglobal.org/en/topics/socialmedia

Please finish page 16 of your workbook.

Learning about Smartphones

Words in this lesson:

Data	Mobile Device	Smartphone	Swipe
Tablet	Texting	Wi-Fi	Zoom

Mobile devices are something you can take with you, away from your desk, like:

Smartphones

Tablets

They have touch screens. You use your fingers to type or tap what you want to do. You can hold your finger down to slide it, to swipe to open your phone or to zoom.

What are smartphones?

A smartphone is a computer, phone, and camera.

A smartphone does more than a cellphone

Cellphone	Smartphone
• Voice calls • Texting • Contacts	• Voice calls • Texting • Contacts • Internet Access • Photos and videos • Notes • Emails • Video chats • Apps and games

A smartphone has an operating system just like a computer.

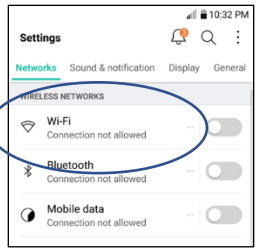
You can go online with your smartphone using Wi-Fi or a data plan.

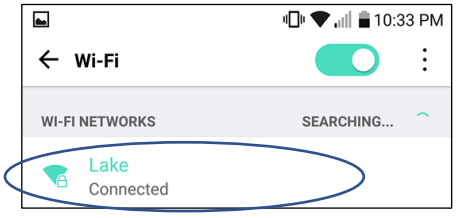
Wi-Fi helps you get online. If you are close to free Wi-Fi (like in the library), you can go online on your phone for free.

Go to **Settings** on your smartphone

You will see this:

Swipe (hold your finger down and move over) or touch to turn on Wi-Fi.





Pick a Wi-Fi network to connect to (use).

Free Wi-Fi may not ask for a password. With some Wi-Fi, you need to ask for the password to put in when you use it.

What is a data plan?

A data plan allows you to connect to the Internet from your smartphone when there is no Wi-Fi.

You purchase a data plan. Different plans allow you to use different amounts of data.

Companies use towers to give you data.

It can cost a lot if you do not keep track of how much data you use, for example $100 for 1 GB of data.

Do I need a data plan?

Not everyone needs to go online. If you have Wi-Fi at home or work or go to the library to use your phone, then you do not need a data plan.

You will need data if you check your email, use Google, maps, or Facebook away from a Wi-Fi signal.

How do I choose a data plan?

Large data plans mean you can use as much data as you want. It can cost a lot, but you do not have to worry about being charged for using too much.

*Ask the person selling you the phone how to check your data. Check it a lot to make sure you do not go over. When you use more data than is allowed in your plan, you pay a lot more.

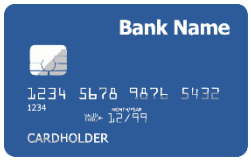
If you use more data than is in your plan, you can always call the company and pay for more data.

If you want a data plan, look at more than one company and their prices before you pick one.

How do I pay for a data plan?

If you are worried about using too much data, you can get a pay as you go phone.

A contract phone gives you a plan that you pay month to month.

Features	Pay-as-You-Go	Mobile Contract
Cost	You pay for the phone when you buy it. You buy phone cards to pay for your plan.	Phone costs nothing at first. You pay for it each month.
Credit check 	You do not need a credit check.	Store will check your credit to see if you can have the contract or ask for deposits for the contract.
Data	If you go over your data plan, you will only be able to use data until your phone card is out of money.	If you go over data, you will be charged on your monthly bill.
Choices	There are fewer cellphone companies to choose from.	There are many phones to choose from. Plans are based on cost of smartphone.
Responsibility	You can change companies, plans, or phones whenever you want to buy a new phone.	Most contracts last 2 years, and if you need a new phone or want to leave early, there is a charge.

How do I send an email on my smartphone?

On phones and tablets, there will be a reply arrow to reply to emails. Click on this to reply to the emails you are sent.

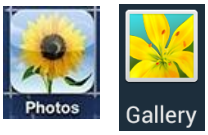
How do I take pictures on my smartphone?

Smartphones have cameras.

There will be an app on the phone to use this camera. The icon for it might look like one of these:

Click on the camera app to take a picture.

Your pictures will go to a photo gallery.



Your phone comes with a USB cord.

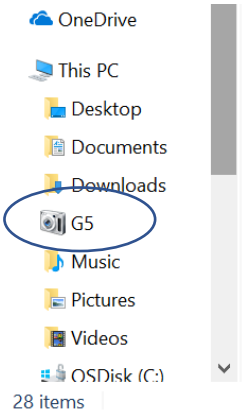
The easy way to get pictures from your phone to the computer is to use this cable.

Put the cable into your computer.

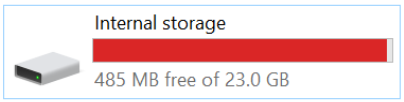
Click on **This PC/ My Computer** or on the folder icon

on the bottom of your screen.

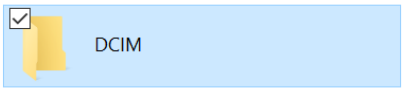
Choose your phone from the side menu.



Click on **Internal Storage**.



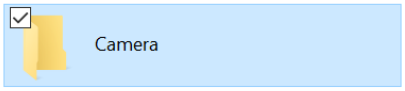
Click on **DCIM**.



*Note: On an iPhone, when you plug your phone into your computer say yes if the phone asks: Do you trust this computer?

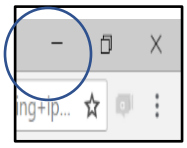
Your pictures are in your camera folder.

You can move these pictures onto your computer.



Activity #19 – Save a Selfie to My Computer

GO 1. Minimize all windows, so you are on your desktop.



2. Take a picture with your phone. If you tap the flip screen button you can take a selfie (picture of yourself).

Hold the phone with the screen facing you. Tap the camera or circle button at the button of the camera screen to take the picture.

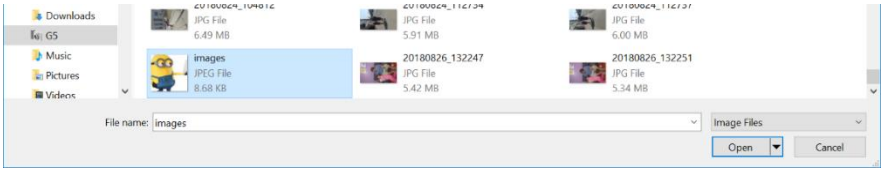
3. Take as many of yourself as you want. You can see yourself in the phone. Hold the camera as still (steady) as you can.

4. Check your **Gallery** (or **My Photos**) to see your selfie.

5. Put the charge cord into your phone.

6. Plug your phone into the computer with the USB cord.

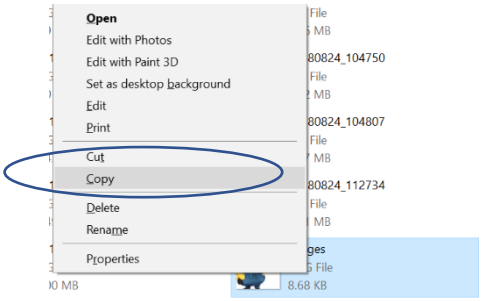
7. Go to **My Computer / This PC** to go to your phone.



8. Click on **Internal Storage** and **DCIM** (stands for Digital Camera Imaging) and then **Camera** to see your pictures.

9. Right click on your selfie.

10. Click **Copy**.

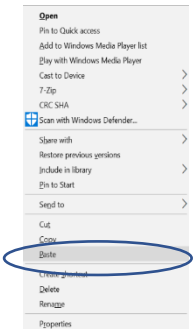


11. Minimize the box.

12. Move your mouse over the **New Pictures** folder on the desktop and right click.

13. Left click on **Paste**.

14. Look at your selfie in the file.



How do I use a picture from my phone on Facebook?

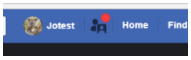
You can change your profile picture anytime you want.

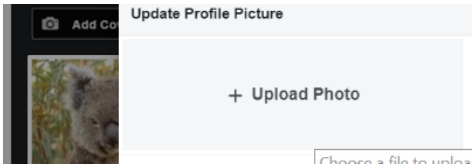
Sign in to your Facebook account to do this.

Type in www.facebook.com and type your email and password.

Click on your name to see your profile.

Click on the picture (koala) and click **Update Profile Picture**.





Click on + **Upload Photos**.

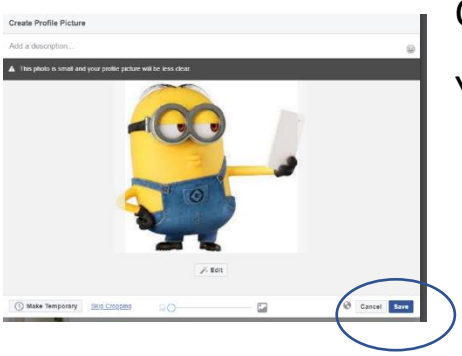
Click on your smartphone.

Click on **Internal Storage**.

Click on **DCMI** and **Camera**.

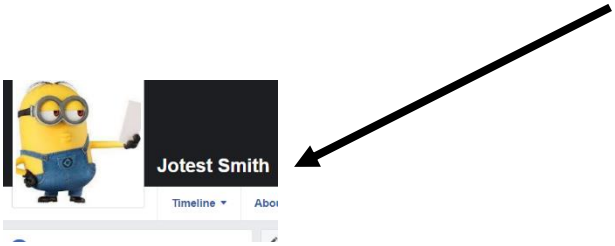
Click on your selfie.

Click **Open**.



Click on Save.

Your picture will change to your selfie.



Activity #20 – Change a Profile Picture on Facebook on your Smartphone

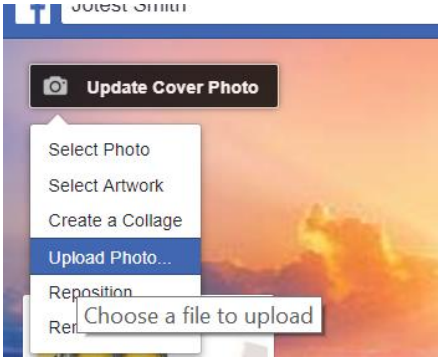
1. Type www.facebook.com in your address bar.
2. Sign in to your Facebook.
3. Change your profile picture to your new selfie.

Activity #21 – Change a Cover Photo on Facebook on your Smartphone

1. This week, take a picture or find a picture online you want to use for your cover photo.

2. Go to Facebook and sign in.

3. Click on **Update Cover Photo** and **Upload Photo** to change your picture.



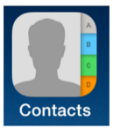
4. Find the picture you wish to use and click **Open**.

5. Save the picture.

How do I add my friends to my contact list?

You add people to text or call to your smartphone.

They can be saved in Contacts (or All Contacts) on your phone.

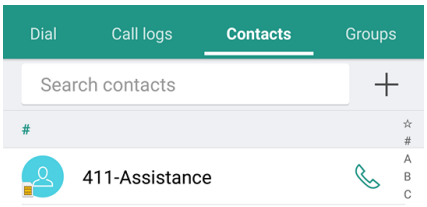
On an iPhone, the icon looks like this: 

On an Android phone, the icon is a person:

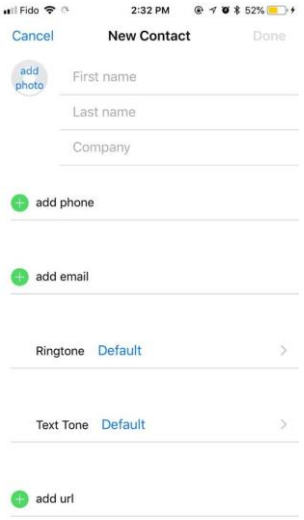
You can also find Contacts by tapping on the **Phone** icon:

Then tap the **Contacts** tab:

You can add a new contact by tapping the plus sign in the top, right corner.



You will see **New Contact**.

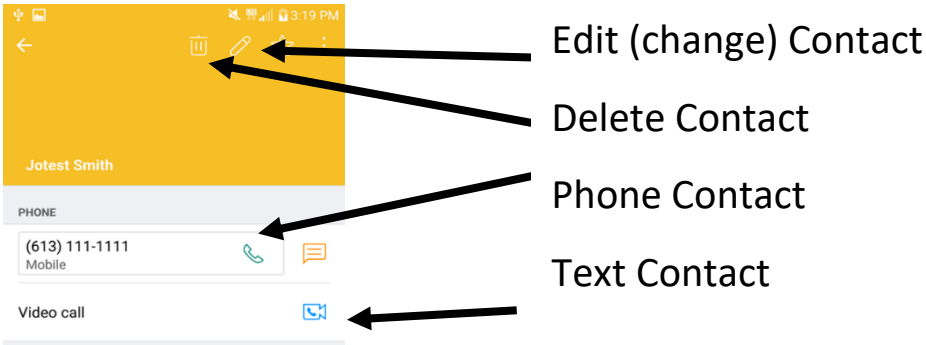


Click to add First name, Last name and phone number.

*Put the area code before the phone number.

You can add other information if you want but you do not have to.

Tap **Done**. You can now click on that contact and phone them or send them a message.



How do I send a message from my smartphone?

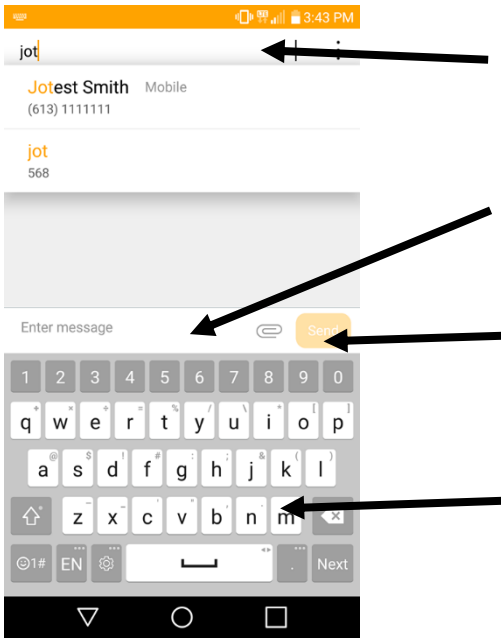
Tap the **Text** icon to send a text.

Tap the **Plus** sign.

Type the name of the person you want to text in the **To:** area

Your phone will put in the name from your contact list.

Use the keyboard to tap the message in the Enter message box.



Name of contact

Text/Message typing area

Send text

Keypad (text)

The keyboard is like a keyboard on a computer.

You can tap the Spacebar to make a space.

You can backspace to delete text.

You can tap the up arrow to make a capital letter.

You can set the language. Right now, this phone is set to EN (English).

You can tap a button to make symbols or emojis.

Activity #22 – Send a Text to a Friend

GO

1. Add someone to your contact list. Ask a friend or classmate if it is ok.
2. Send them a hello text.

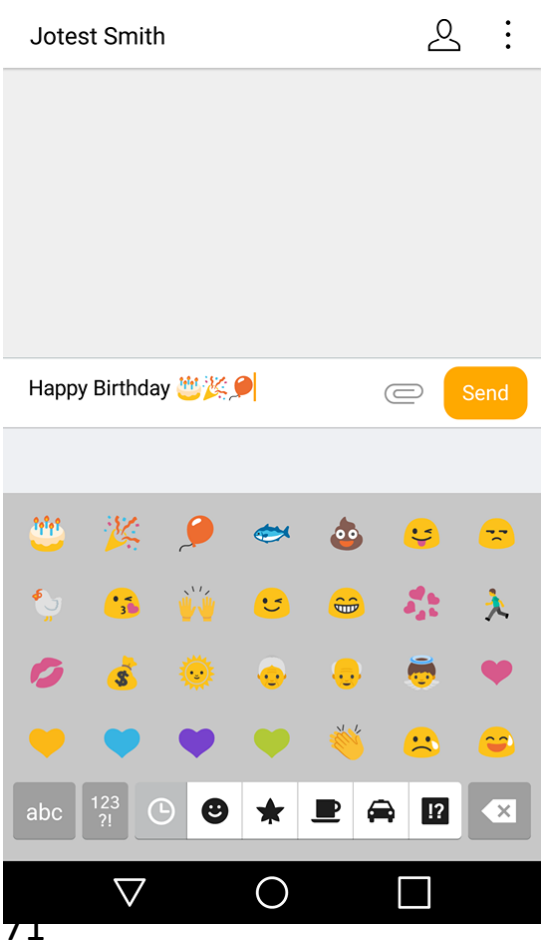
How do I send an emoji in a message from my smartphone?

Emojis are little pictures of objects. Some show moods, like happy and sad. Others are pictures you can use in your text chat.

You can tap on an emoji to send it to a contact.

You tap into your Message box and then tap on the emoji key on your phone's text keyboard.

Tap the emoji and it will be added to your text chat.



You can tap the **abc** button to get back to your keyboard.

Activity #23 – Send a Message with Emojis

1. Practice sending a text with an emoji to a contact.

2. Find the **abc** button to go back to your keyboard.

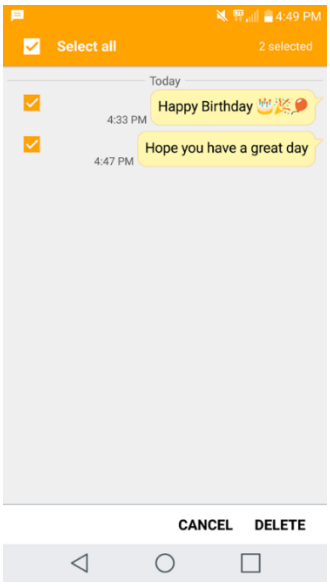
3. Go back to the main screen of your smartphone.

How do I delete a message from my phone?

You can delete your messages by tapping the **Trash Can** icon.

Then tap the boxes of what you want to delete.

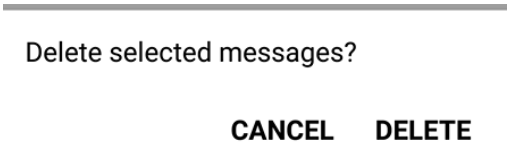
Click **Delete**.



However, this does not delete the message on the other person's phone, just yours.

If you do this and do not want to delete, do not worry!

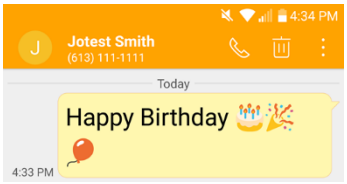
You will get a screen asking you if you are sure.



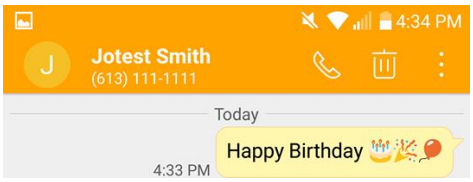
How do I make everything bigger on the screen?

You can make the print bigger on the screen.

Move your thumb and finger out (away from each other) to make the text bigger.



Move your thumb and finger in (toward each other) to make the text smaller.



Please finish pages 17 and 18 of your workbook.

Learning about Tablets

Tablets have touch screens just like smartphones.

LTE compatible tablets come with payment and data plans. They can connect for free to any Wi-Fi in the area.

iPads are made by Apple and have a different operating system.

They have iOS not Windows.

Other tablets use Windows.

It is good to look at prices at different stores and ask about sales when buying a tablet.

You use the Internet on a tablet or smartphone just like you do on a computer.

You tap Google to go online.

You tap the address bar to type in the web address.

You tap the on-screen keyboard to type.

Some websites may look different on a tablet or phone.

Apps are important on mobile devices.

You tap an app to use a program.

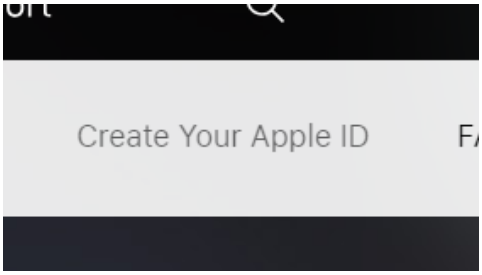
A tablet also has a camera like a smartphone.

How do I buy an app for my iPad or iPhone?

If you have an iPad or iPhone, you will find apps at the App store.

Some of these apps are free.

Your phone or tablet will come with the icon to go to the App Store. Tap this icon.



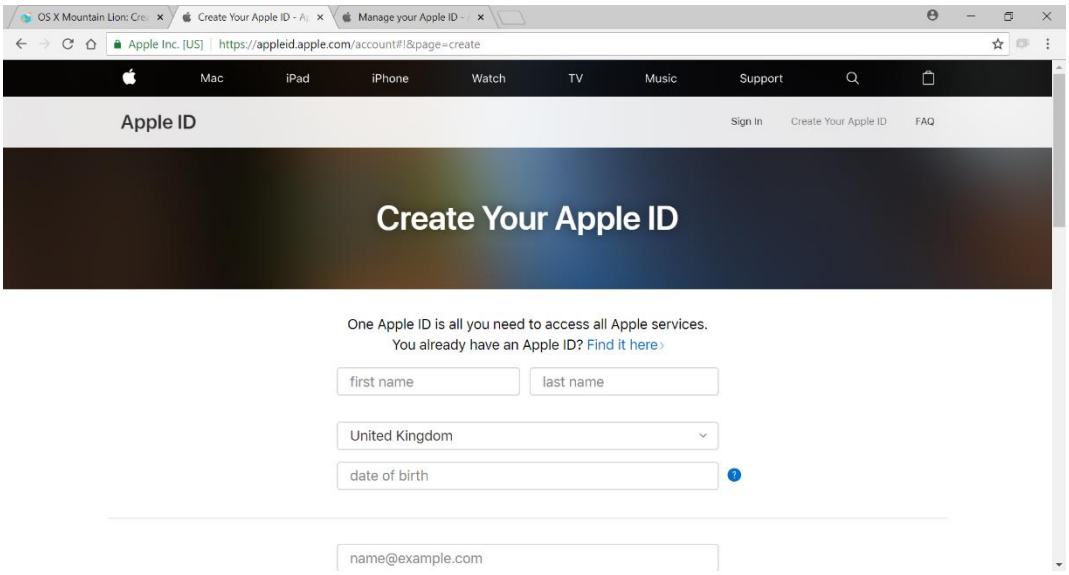
You must be online to go there.

You can get many free apps here.

You will have an Apple ID to use this.

Go to: https://appleid.apple.com/# on the computer to get an Apple ID.

It is a lot like when you made your Gmail account.



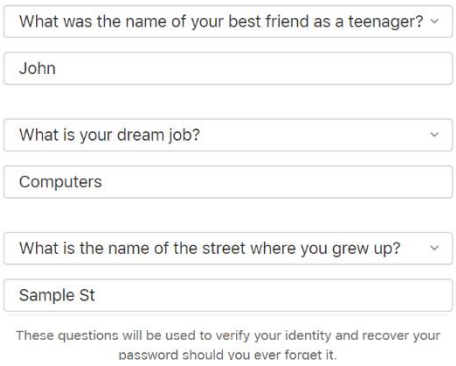
Fill in the boxes.

You will be asked for your first and last name.

You can use your new Gmail account to join.

You will have to pick 3 security questions from a drop-down menu.

This is in case you forget your password.



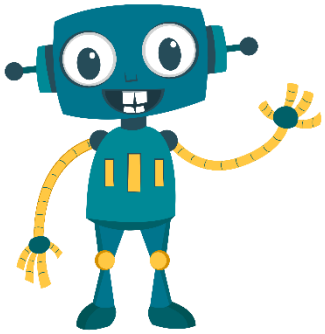
Write these and your password down.

Hint: Use capitals for the start of each answer.

You may also be asked: Are you a robot?

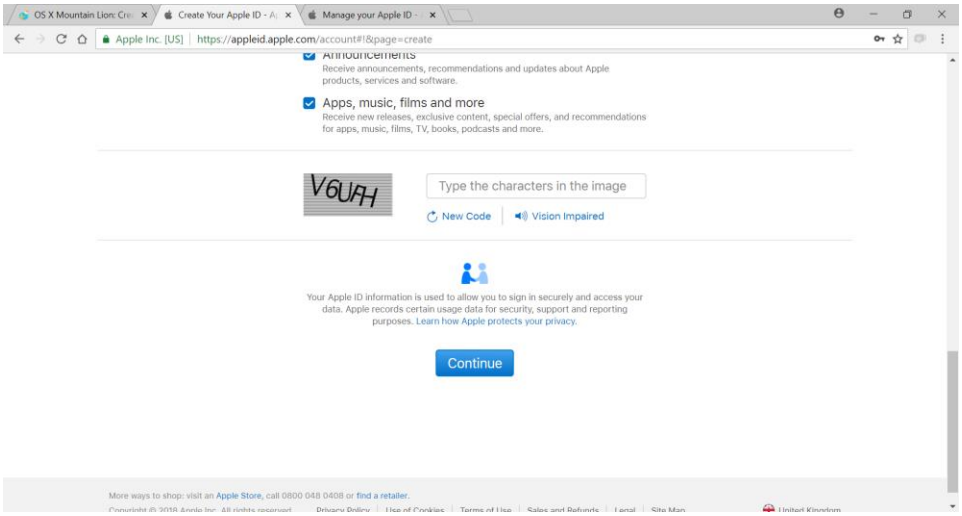
You will be asked to put in a code or click on pictures.

Sites use codes or pictures to make sure that you are a real person using the Internet and not a computer.



CAPTCHA made these tests that are easy for humans but hard for robots.

It is for your own safety.

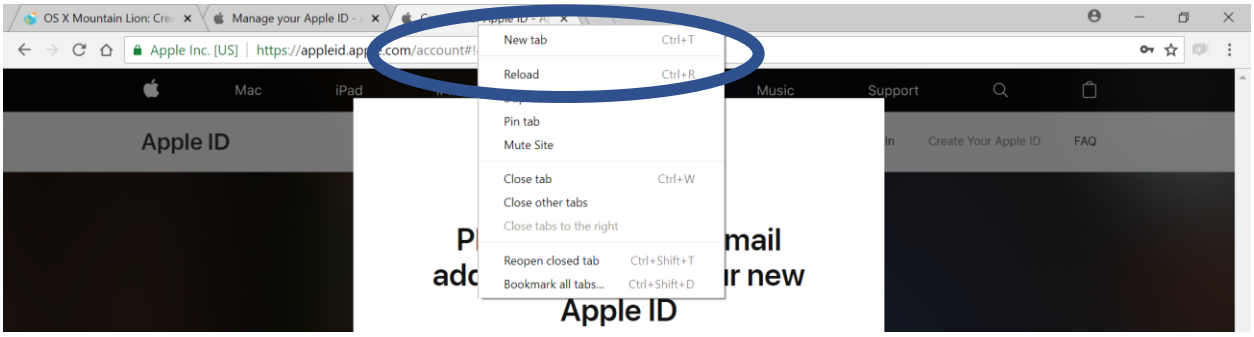


Type the code into the box and click **Continue**.

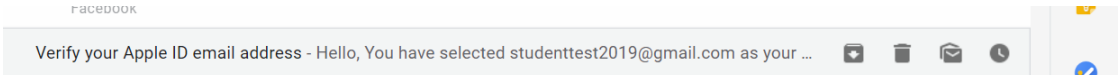
A code will be sent to your email to put in the box.

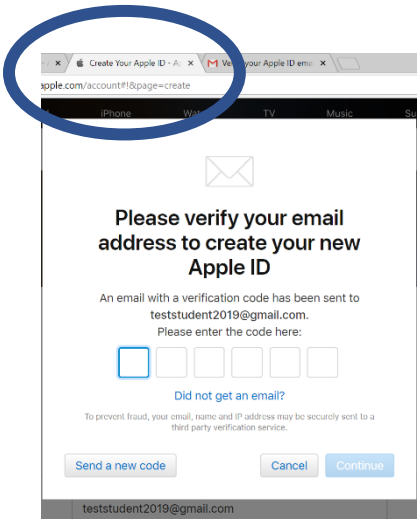
Open a new tab (right click on the tab at the top) to check your email.

Pick **New tab** from the drop-down menu.



Type **gmail.com** into your address bar in the new tab and check the code. Write it down.





Left click on the Apple tab to go back and type it in.

Click **Continue**.

This is the ID will you use for the App Store.

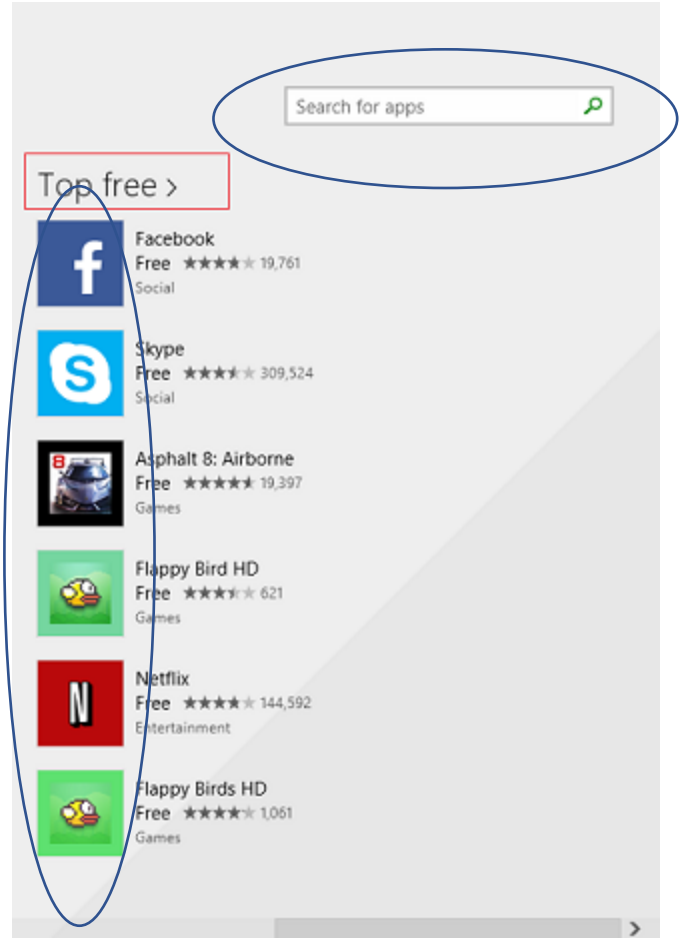
Tap the **App Store** icon on your iPad or iPhone.

Put in your new App Store ID (email and password).

Search for the apps you want.

Example: If you want free games, search for Free Games in the App Store search box. Tap the icon to get the app.

If you want the Facebook App, search for Facebook.



When you find the app you want, tap **Get**

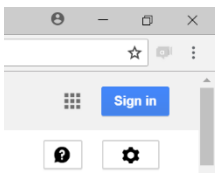
then tap **Install**.

How do I buy an app with Google Play?

Other smartphones and tablets use Google Play to download apps.

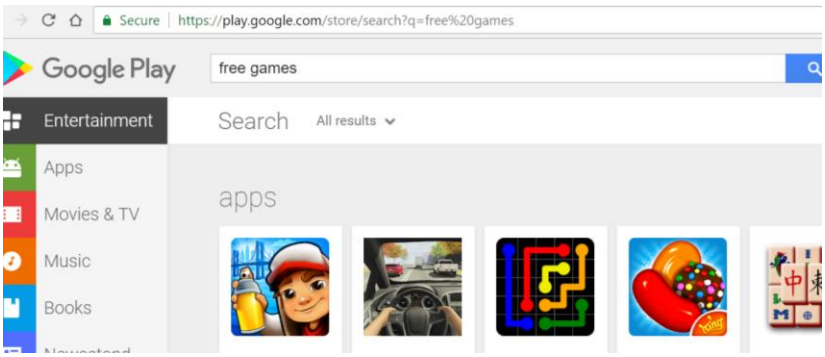
You use your Gmail account for Google Play.

Tap the **Google Play** icon on your phone or tablet.



Sign in with your new Gmail account.

Search for free games.

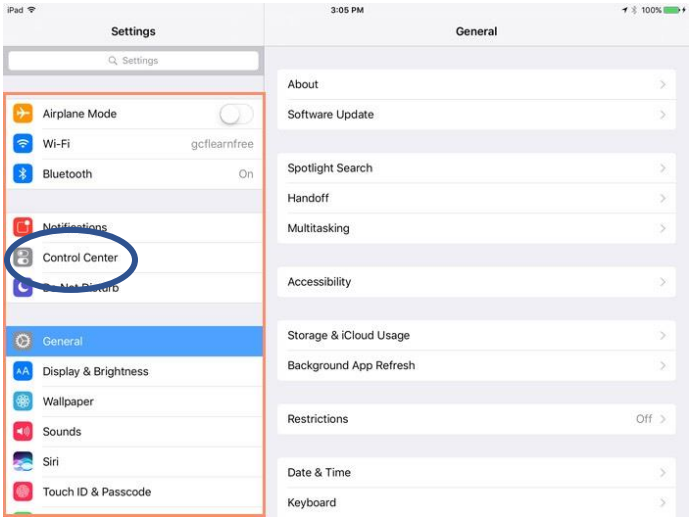


Tap **Install**.

How do I turn Wi-Fi on and off?

On an iPad, you can see your setting by putting your finger down on any part of the screen (with no icons on it) and moving it down (swipe).

A search screen comes up.



In the search box, type **Settings**.

This is where you can turn your data and Wi-Fi on and off. Click on Wi-fi on the left hand side and then use your finger to slide the bar on.

You can play around with it. It is okay to look through it and see what things do.

The **Settings** icon on Android smartphones and tablets looks a gear.

Click on it to look at the settings on your phone or tablet.

Activity #24 – Look at Your Settings

1. If you have a tablet or smartphone, look at all the apps and at the settings.

2. You can see what you have on your tablet.

3. Press the circle button to go back to the main screen if you need to.

Want to learn more about smartphones and tablets?

Type this website into your address bar:

https://edu.gcfglobal.org/en/topics/smartphonesandtablets/

Please finish page 19 of your workbook.

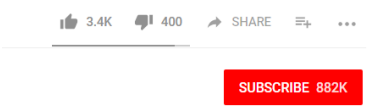
Learning about YouTube

You can get the YouTube App on your phone or tablet.

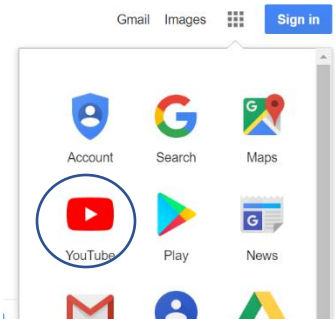
You can go to it online.

The web address is www.youtube.com.

YouTube is a site where you can watch videos that other people have posted.

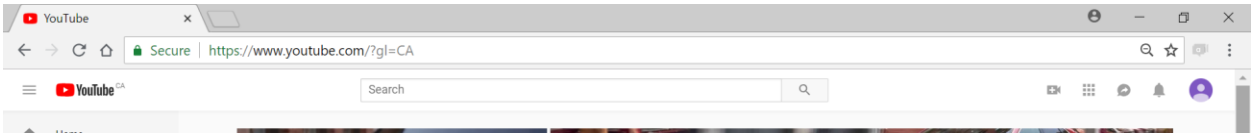


You can subscribe to videos you want to find later. You can like or dislike videos. You can share them on Facebook too.

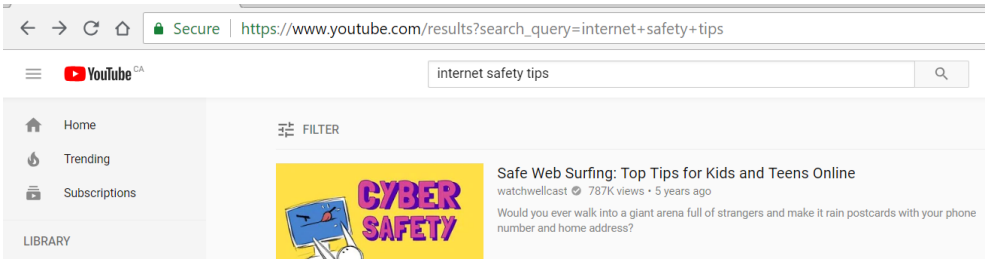


When you are in your Gmail account, you can go to YouTube by clicking on the **waffle** icon (Google apps button)

Use the search box to look for videos on YouTube.



YouTube will show you videos that match your search.



Most smartphones and tablets come with the YouTube App.

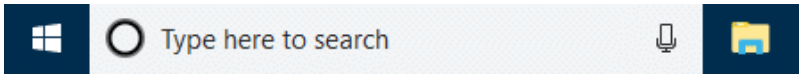
Learning about Skype

You can talk to people face to face over the Internet with Skype.

You can use your camera on your laptop, smartphone, or tablet.

If you use a desktop computer, you will have to get a webcam to see people on Skype.

You can search on your computer to see if Skype is on it.



If it is not on it, you will need to download it.

On a tablet or smartphone, you can do this in the App Store or Google Play.

You can also type **Skype** into the search bar at Google.ca and download it online.

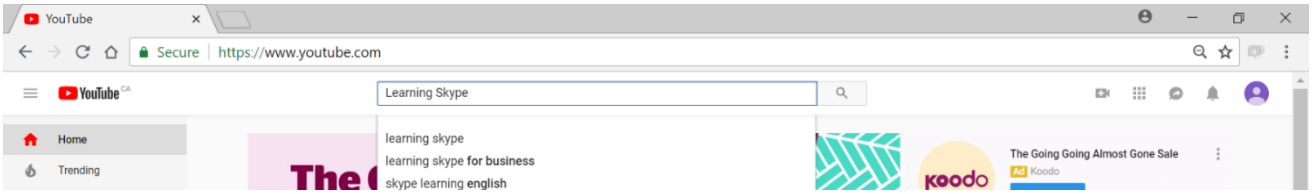
You can use your Gmail account to sign in to Skype.

Activity #25 – Learn about Skype on YouTube

1. Open Google Chrome.

2. Type www.youtube.com.

3. Type **Learning Skype** in the search box.



4. Watch one or two of the videos about Skype.

5. Use the back arrow to go back.

6. Take notes if you want to.

Please finish page 20 of your workbook.

Learning about Online Safety

What is a computer virus?

A computer virus is a program that hurts your computer.

Viruses can:

- Change or delete things on your computer
- Erase everything on your computer
- Attach to your email and spread to other computers

It is hard to keep your computer 100% safe, but there are steps you can take to keep your computer from getting a virus.

1. Install anti-virus software. You can buy or download this.
2. Do not open emails from people you do not know.
3. Do not open anything with a paperclip (attachment) from someone in your email if you do not know what it is. There is a chance it could have a virus.
4. Do not download (save things from sites) that you do not know or trust.
5. You can get a virus on any device that goes on the Internet.

Where can I learn about online shopping?

It is also important to be careful if you decide to use the Internet to shop for items.

Type these links into your browser to learn more about shopping online.
http://www.bbc.co.uk/webwise/topics/living-and-interests/shopping-online

http://digitalunite.com/guides/shopping-banking/online-shopping/how-shop-safely-online

Want to learn about privacy and data tracking?

Companies keep track of what you click by leaving bits of information on your computer. To find out more about cookies and data tracking, type this website into your address bar: https://edu.gcfglobal.org/en/internetsafety/understanding-browser-tracking/1/

Personal and Private Information Online

Be careful what you share online.

People can pretend to be anyone on the Internet.

Sharing personal information is safe online.

Private information is not safe online.

*Remember the government and the bank will never email or text you to ask for private details.

Here are examples of personal and private information.

Do not share private information online.

Personal	Private
• Your age • Your favourite food • If you are male or female • If you have sisters or brothers • Your opinion on an issue • Your friends' first names • What music you like • If you have pets	• Your last name • Your birthdate • Your mother's maiden name • Your social insurance number • Your passwords • Credit cards or banking numbers • Your street address • When you are going on vacation • Where you work or go to school • The full names of family or friends

What goes online, stays online!

These pictures and posters have tips that help you keep a good reputation online.

Do not steal other people's ideas

Do not write in all CAPITAL letters, people will think you are yelling.

Netiquette

Is the picture or story something you want public?

Think about it for a bit.

Will the person you are typing to like the joke you are telling or the prank you are pulling?

Never type when you are mad or tired. It can always wait.

Please finish pages 21 of your workbook.

Learning about Microsoft Word (MS Word)

Words in this lesson:

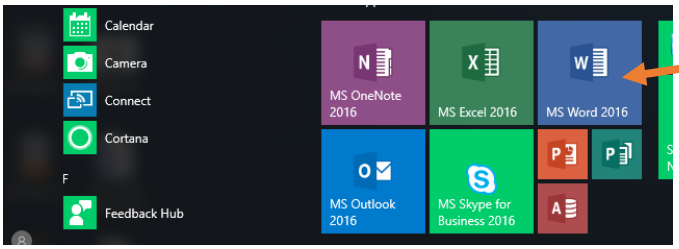
Document	Font	Ribbon	Tab
Template	Tools	USB	

Word is a program used to make documents. Documents are letters, resumés, and flyers.

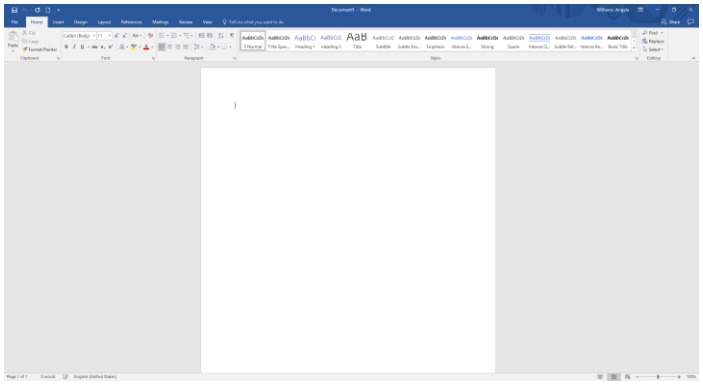
(Word sections modified from: Essential Skills for Word Processing 2016, TR Leger School, STEP Program, UCDSB)

Click the **Window** icon in the bottom left corner.

Find the **MS Word** icon and click on it.



Word will open on your computer:



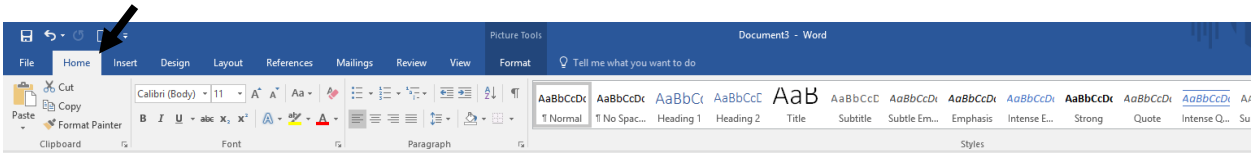
What are tabs and tools?

Your Microsoft Word Tools are on the top of your page. This area called the ribbon.

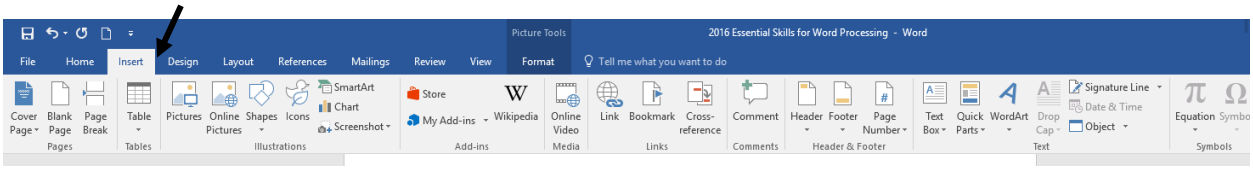
Tools on the ribbon help you in Word.

You click the tabs to get to your tools.

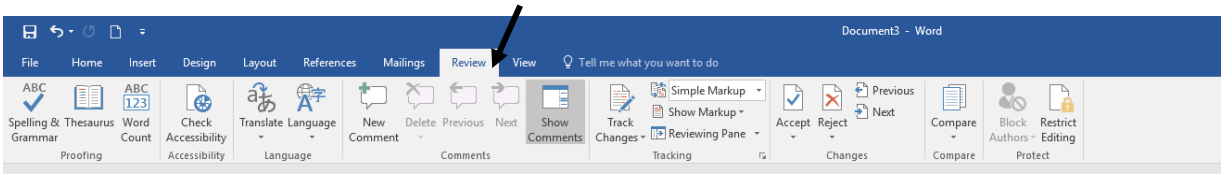
For tools to help you with the colour and size of your letters, click on the **Home** tab.



For putting pictures or links in your document, click on the **Insert** tab.



For checking your spelling or adding a comment, **Review** tab.

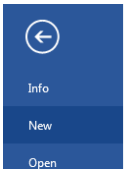


If you click on something you put into your document, like a picture or a table, you will see a new tab show up on the ribbon. It will go away once you have deselected (clicked off) the object.

How do I make a new document?

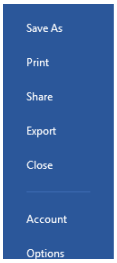
A new document is like writing on a paper.

Click on your **File** tab.



Click **New**.

Click **blank document** to open the page.

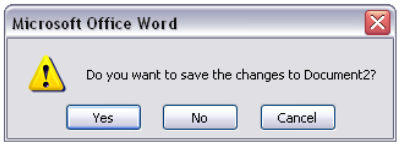


How do I close a document?

Click on **File** tab.

Click on **Close**.

You will see this:



To save your document, click **Yes**. If you do not need to save your document, click **No**. To stop closing the document, click **Cancel**.

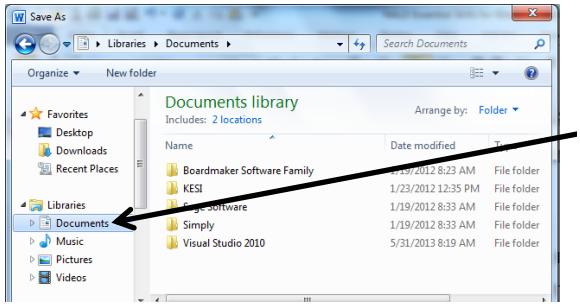
How do I save the document to my computer?

To save a document to the Documents folder on the computer, go to the **File** tab.

Click **Save as**.

Click on **Browse**.

Click on Documents from the side menu.



Use scroll bar to find **Documents**.

Click beside **File name**.

Save

Type the name you would like to call your file.

Click **Save**.

Wait as the computer saves your file.

* You should save your work as you go, about every two minutes.

* Once you have saved your work with a name, click the **Save** icon by the **File tab** to save changes.

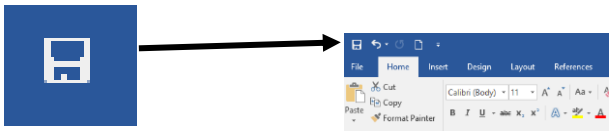
Activity #26 – Practice Saving

1. Open a new Word document.
2. Type your name.
3. Click **Save As**.
4. Save to **Documents**.
5. Type **My Name** in the **File name** bar.
6. Click Save.

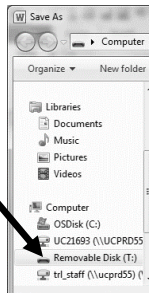
How do I save a document to a USB memory stick?

Put your memory stick into the USB port in your computer.

Click on the **Save As** icon beside the **File** tab.

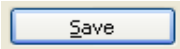


1. Click on **Removable Disk** on the left-hand side.



Note: The USB drive name may a company's name and not be labelled "Removable Disk." The USB drive will always have this beside it to help you find it.

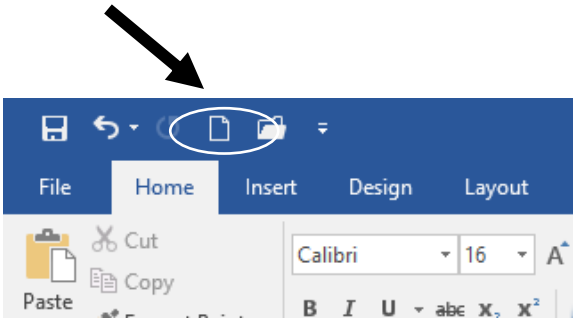
2. Scroll down.
3. Double click on the USB drive.
4. Click in the **File name** box.
5. Delete everything in the **File name** box.

6. Type the name of your file.
7. Click 

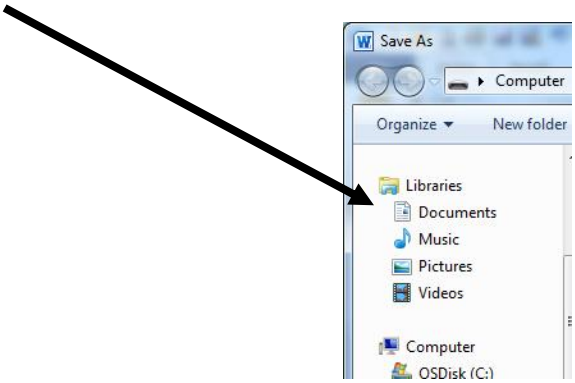
.

How do I open a document from my computer?

Click on the little folder icon at the top of your screen by your File tab.

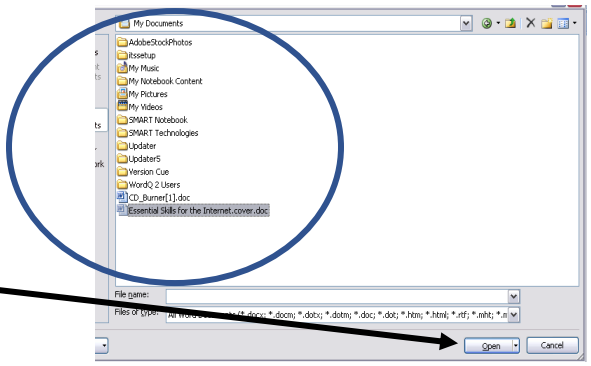


Select **Documents** from the side menu.



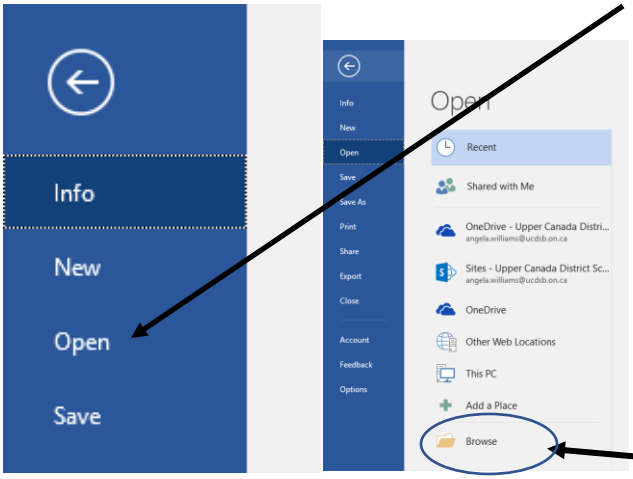
Click on the file you wish to use here.

Click **Open**.



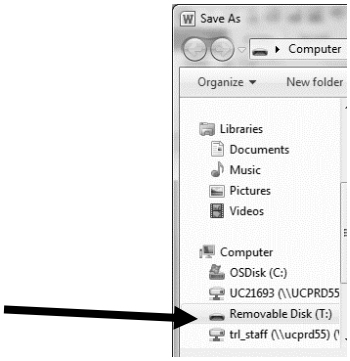
How do I open a document from a USB memory stick?

Click on the **File** tab and click on **Open**.



Click on **Browse**.

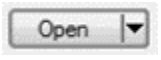
Scroll down the menu on the left side.



You will see an icon like this:

Click on the USB drive.

Select the Word file you want to open (on the right).

Click **Open**. 

Activity #27 – Save a Document to a USB

GO

1. Type the name of your country in a Word document.
2. Save on a USB under “My country.”

3. Close Word. Click the **X** in the top right corner.

4. Open Word.

5. Open the My Country file.

How do I change what the letters look like (the font)?

A font is the type of the text that you use.

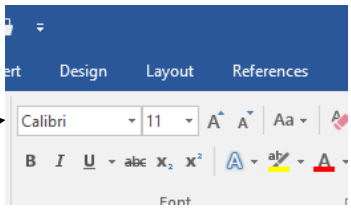
Choosing a font will change the way letters (the type) will look on your screen.

This is a Bookman Old Style font.

This is a Lucida Handwriting font.

This is an Arial font.

This is the Calibri font.



When you want to change your font, go to the **Home** tab.

Select the words you want to change by highlighting them.

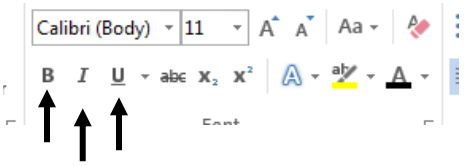
Click the downward arrow beside the font name.

Use up and down arrows

to look through the fonts.

As you move your pointer over the font names, your word will change to show you what that font will look like. Click on the font that you want.

How do I make the font bold or italic?



This is where your font styles are located.

This is bold.

This is Italic.

<u>This is underlined.</u>

Select the words you want to change by highlighting them.

Click on the letter of what you want to do.

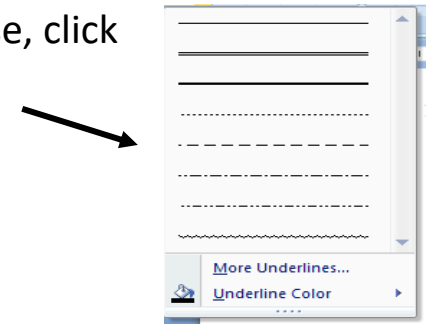
To make a word bold, click the **B**.

To change the word to italics, click *I*.

To underline, click <u>U</u>.

To undo, just click the B, U, or I again and it will change back.

To change the style of underline you want to use, click the down arrow beside the <u>U.</u>

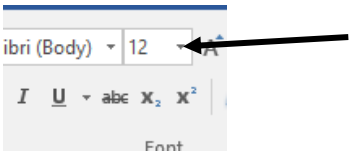


Click on the type of underline that you want.

How do I change the size of my letters?

You can change the font size by the number beside the font name.

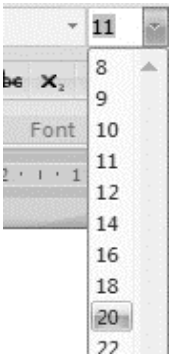
The standard size is 12 but you can make it bigger or smaller.



This is size 8.

This is size 12.

This is size 20.



To change font size, select the words you want to change by highlighting them.

Click on the down arrow beside the font size.

Click on the font size you want.

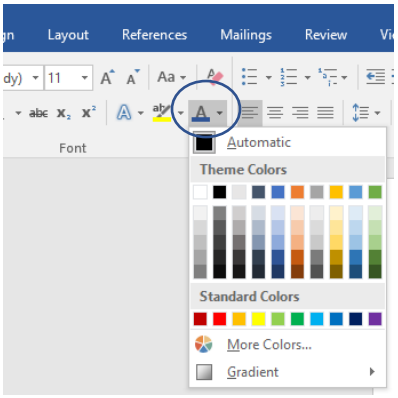
How do I change the colour of my letters?

You can change the colour of the font.

Select the words you want to change by highlighting them.

Click on the down arrow beside the A with the underline.

You will see the font colours.



Click on the box of the colour you want. If you do not like that colour, you can choose a new one.

Activity #28 – Change the Colour of the Words

1. Write a note to a friend or family member thanking them for something that he or she did that you liked.

2. Select their name by highlighting it.

3. Change the font colour to blue.

4. Change font size to 24.

5. Change the font of the note to Lucida Handwriting.

6. Save as “Letter” to Documents on the computer.

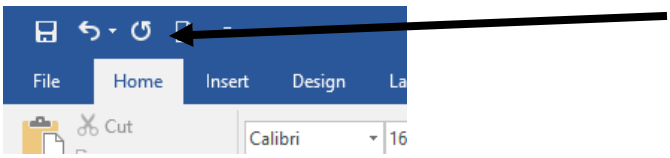
How do I undo changes and go back to how things were?

If you make a mistake you can change it back by clicking **Undo**.

Undo will change the last thing you did.

You can click **Redo** if you click undo and did not want to.

Undo and Redo are at the top left-hand of the screen.



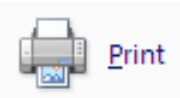
To undo, click

To redo, click

Activity #29 – Practice Undoing and Redoing

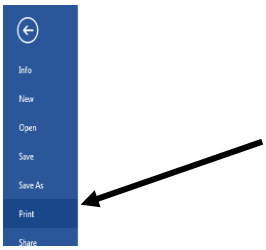
1. Type the word: document
2. Change the font: **document**
3. Undo document
4. Redo **document**

How do I print my document?

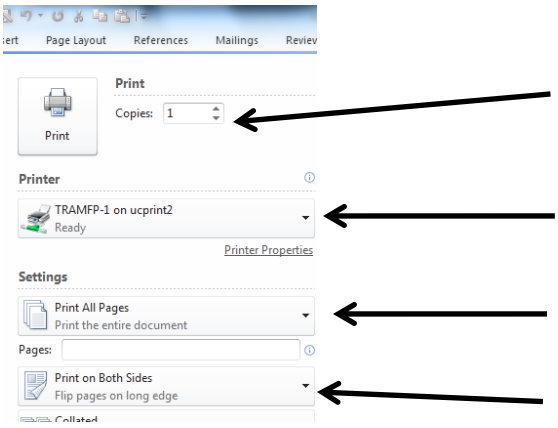


You can print your documents from your screen to paper in Word.

1. Click on the **File** Tab.

2. Click on **Print** from the drop-down menu. 

Use the drop-down menu to pick how you want the document to print.



Select number of copies.

Select printer.

Select what pages to print.

Select printing on one or two sides of the page.

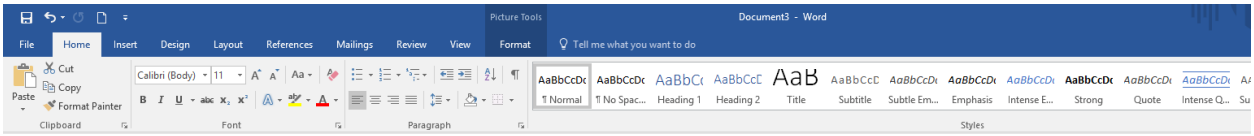
3. Click **Print**.

How do I check the spelling of my document?

If a word is misspelled, you will see a red squiggly line under it.

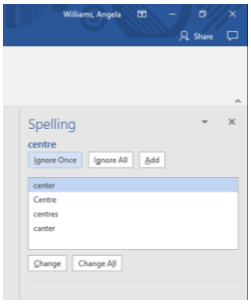
compter

To check the spelling of the document, click the **Review** tab.

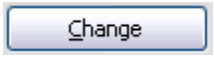


Click **Spelling & Grammar**.

You will see a screen like this one at the right side of the screen:

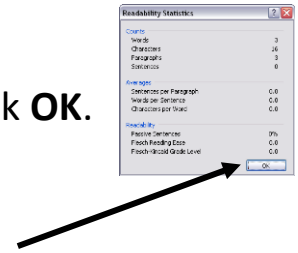


Choose the word that you want from the list of suggestions.

Click 

.

When you are done, click **OK**.



Activity #30 – Using Spell Check

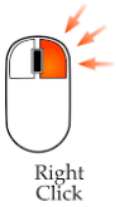
1. Type this into a Word document:

I am lerning abut computurs and I lorve it. This is so much fun to lern.

2. Check the spelling of this sentence.

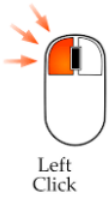
How do I check the spelling of one word?

You can right click with the mouse on a word to get suggested spellings.



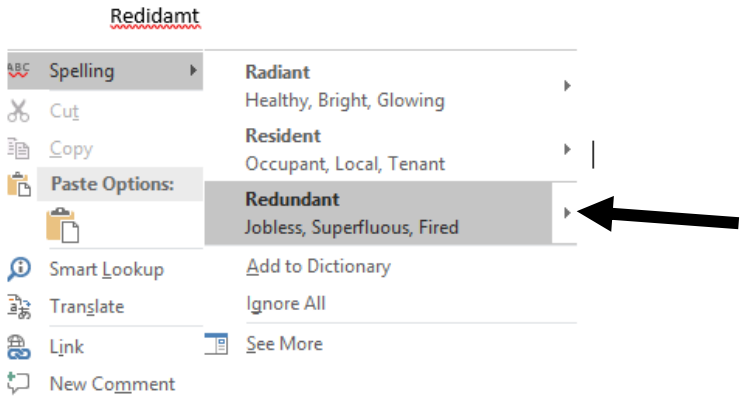
You can do this with grammar mistakes too. You will be given ideas of what the right spelling or grammar should be.

Right click to see spelling and grammar help.

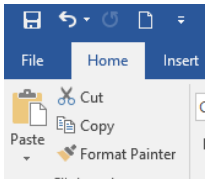


Left click to **choose** the new word.

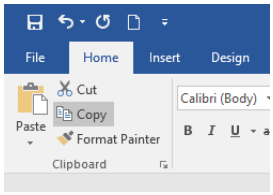
This suggestion also shows you what the word means. This will help you pick the right word.



How do I move words around, copy, paste or cut them?



Copying words



Pick the words you want to copy by highlighting them.

Click on the **Home** tab.

Click on **Copy**.

Moving Words from One Place to Another

Pick the words you want to cut by highlighting them.

Click on **Cut**.

The words will go away.

Click to the place in the page where you would like to put them.

Click **Paste**.

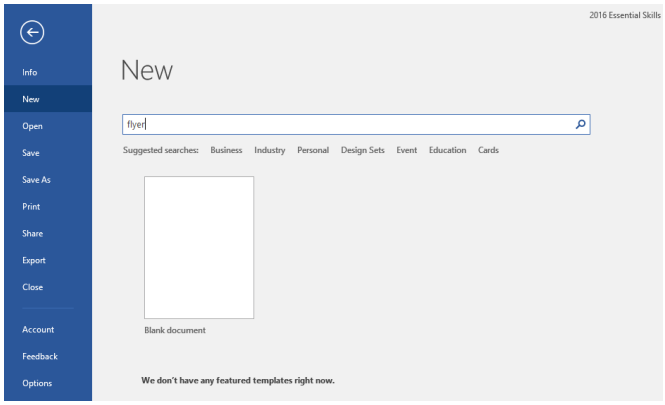
Activity #31 – Deleting Words in a Document

1. Type your name in a Word document.
2. Make it bold and underlined.
3. Select the words by highlighting them.
4. Click on **Cut**.
5. Click on **Paste**.

How do I make a thank you card?

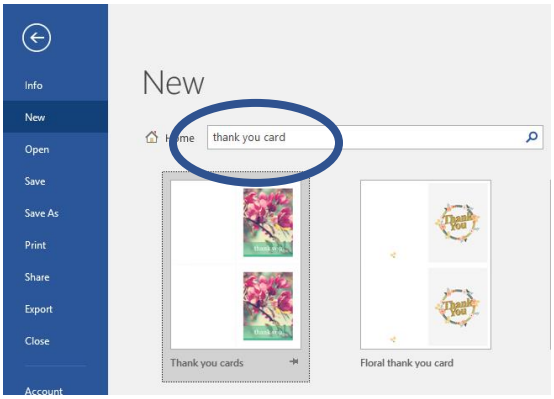
Word has already started some documents that people might use a lot.

MS Word calls these templates.



You can search for any template and use it to make what you need.

Click **File**. Click **New**. Type **thank you card** in the search box.



Click on the one that you wish to use, then click **Create**.

You can click on the text in the template and type your own words, if you want.

Print and save your thank you card.

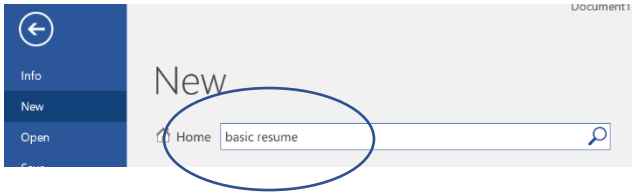
Activity #32 –Looking at a different template

1. Go to **File**.

2. Go to New.

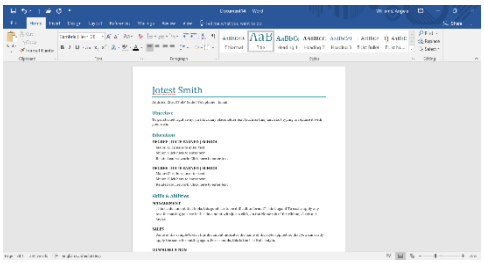
3. Search for an online template in the search box.

4. Type basic resumé in the search box.



5. Click on a resumé. You can pick the one you think looks good.

6. Click **Create**.

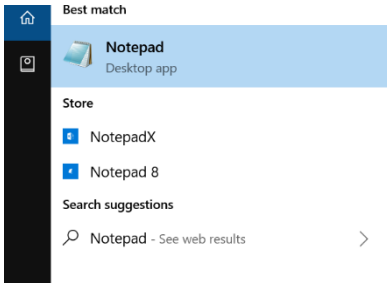


*You do not have to work on this resume now, just know that these types of documents can be searched in templates.

7. When using any template, delete any parts you do not want by highlighting them and pressing the Backspace key. Have fun with it.

8. Use Undo if you make any mistakes.

Learning about Notepad



If you do not have MS Word, you can type documents in Notepad.

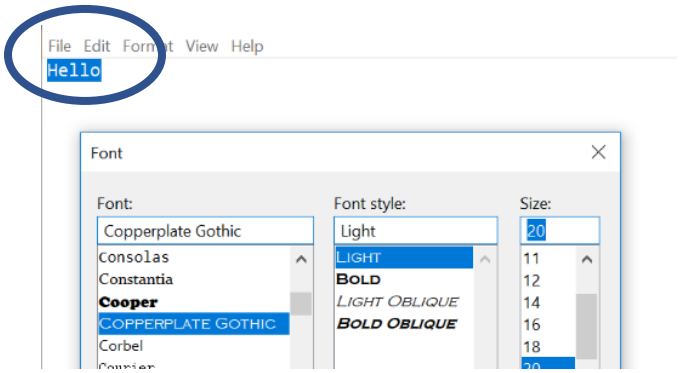
Notepad is on your computer.

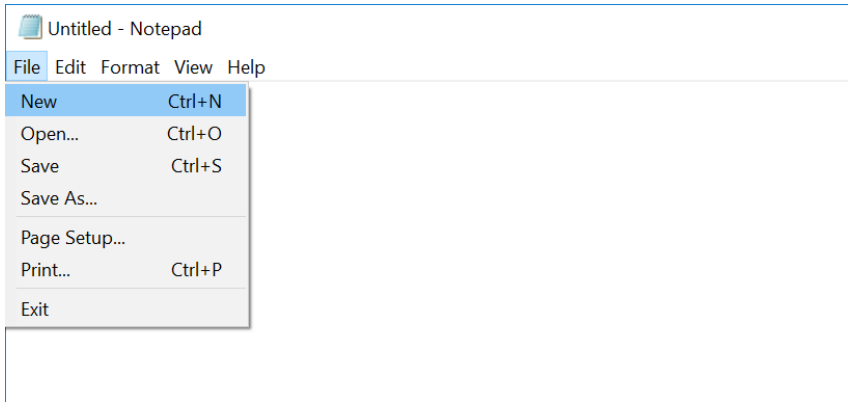
You can search for it at the bottom of your screen.

You type in the white box.

You can select words by highlighting them to make changes.

You can change the font by clicking on **Format** and then **Font**.





You can save and print your work by clicking on **File**.

There are fewer options in Notepad than there are in MS Word.

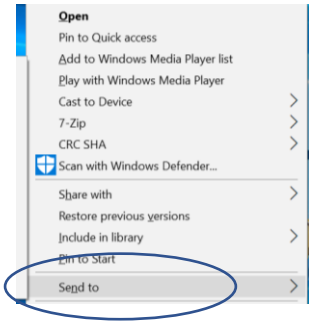
Please finish pages 22 and 23 of your workbook.

Final Activity, Part 1 – Save Files and Documents to Your USB

Now that you are finished this course, you can save your files from the computer to your USB.

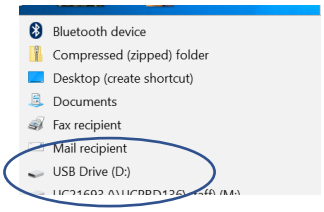
1. Find your New Pictures folder on the desktop

2. Put your pointer right on top of the file and right click.



3. Choose the **Send to** option from the menu.

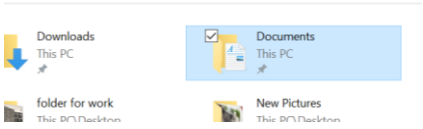
4. Slide over and click on your USB.



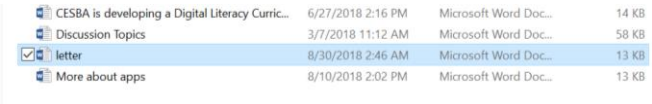
You can do this with documents too.

5. Click on **This PC**.

6. Click on **Documents**.



7. Right click on your “letter” document from the MS Word lesson.

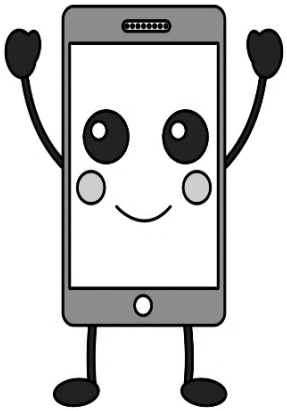


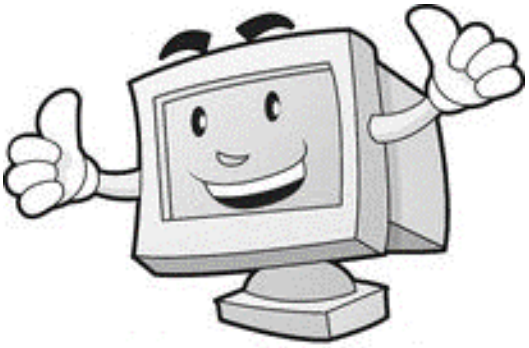
8. Click **Send to** and your **USB**.

Final Activity, Part 2 – Find an Inspirational Quote Online

1. Open Google Chrome.
2. Search Google images for a “Success Quote.”
3. Choose a quote that you like from the results.
4. Print the quote out for yourself, you deserve it!
5. Congratulate yourself on a job well done.

CONGRATULATIONS





Congratulations on your new digital skills!

Please finish page 24 of your workbook.