

Programme's Timeline

Digital Literacy

Week 1:

- **WORK WITH COMPUTER**

- Interact with a computer
- Use a computer
- Work with applications
- Work with connected devices.

Week 2:

- **ACCESS INFORMATION ONLINE**

- Get Connected
- Browse the web
- Search the web.

Week 3:

- **COMMUNICATE ONLINE**

- Communicate using email
- Chat Online.

- **PARTICIPATE SAFELY AND RESPONSIBLY ONLINE**

- Online Safety and Privacy
- Online Civility

Week 4:

- **MASTERING CURSOR AND KEYBOARD**

- Introduction to Mavis Beacon
- Zuma Game

Week 5:

- **CREATE DIGITAL CONTENT (Microsoft)**

- Introduction to Microsoft Office
- Work With Word Documents
- Format and Edit Objects in Word
- Discover More Word Features
- Create and Edit PDFs in Word

Week 6:

- **COLLABORATE AND MANAGE CONTENT DIGITALLY (Microsoft)**

- Use One Drive Cloud Storage
- Share and Collaborate With Documents
- Manage Time With a Digital Calendar
- Work With Contacts and Tasks

Week 7:

- **CREATE DIGITAL CONTENT (Microsoft) 2**

- Introduction to Microsoft Excel

Week 8:

- **CREATE DIGITAL CONTENT (Microsoft) 3**

- Introduction to Microsoft Powerpoint

Week 9:

- **CREATE DIGITAL CONTENT (Google)**
 - Introduction to Google Workspace
 - Work With Google Docs
 - Introduction to Google Sheet
 - Introduction to Google Slides
 - Introduction to Google Meet

Week 10:

- **COLLABORATE AND MANAGE CONTENT DIGITALLY (Google)**
 - Use Google Drive Cloud Storage
 - Manage Time With Google Calendar
 - Work With Google Contacts

Week 11:

- **LEVERAGING OTHER UTILITY APPS**
 - Understanding Utility Apps
 - Introduction to Zoom
 - Introduction to CamScanner

Week 12:

- **FUN ACTIVITIES**
 - Quizzes
 - Final Exam