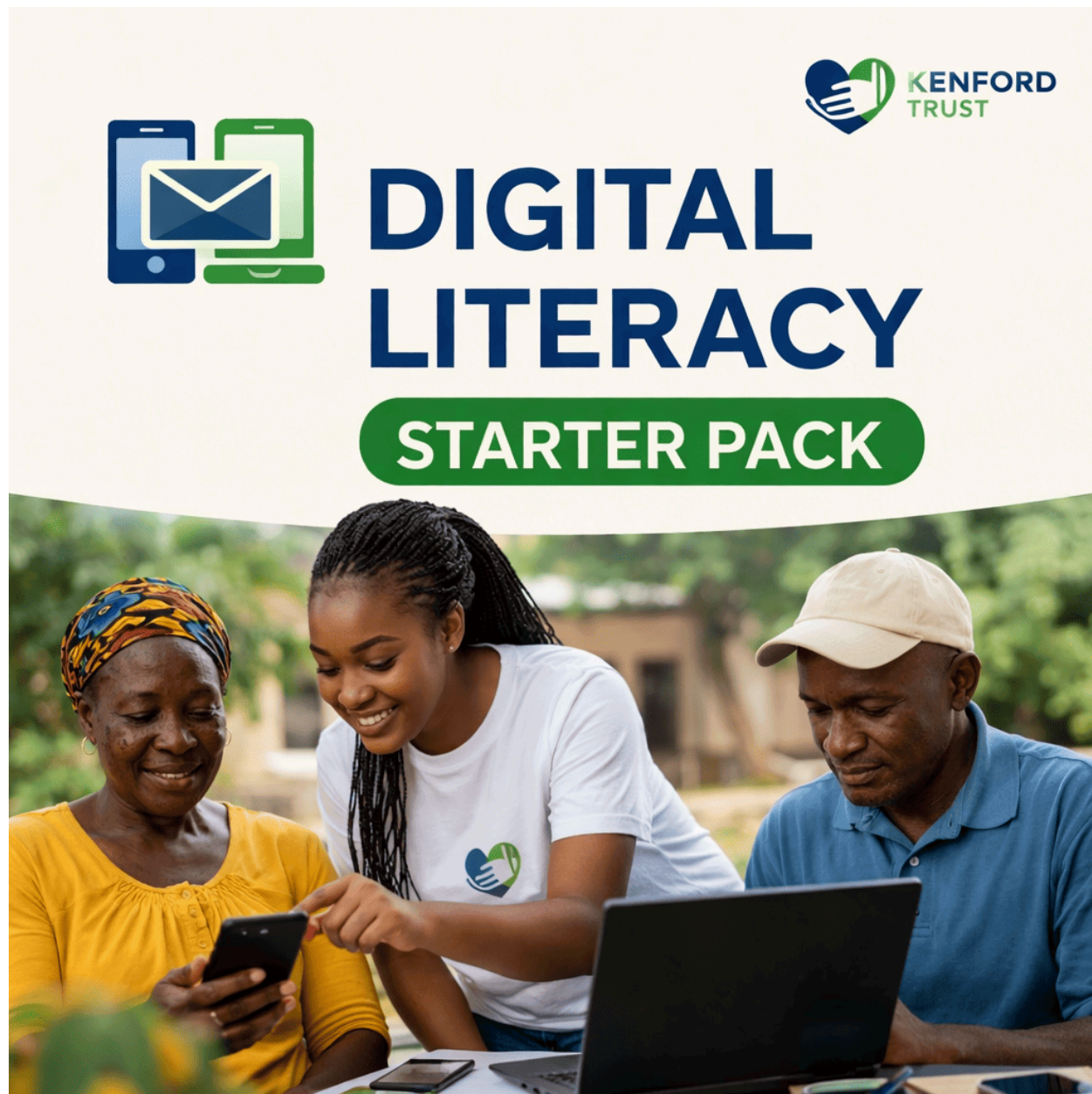


DIGITAL LITERACY STARTER PACK



Purpose

This starter pack provides a simple, practical path for individuals beginning their digital journey. It focuses on essential skills that can be applied immediately using common devices such as smartphones and computers.

The goal is confidence in everyday digital tasks, not technical expertise.

Who This Is For

- First-time digital learners
- Community members with limited exposure to technology
- Facilitators supporting basic digital training

How to Use This Guide

For learners:

- Start small and practice daily
- Repeat tasks until they feel natural
- Ask for help when stuck

For facilitators:

- Demonstrate each step
- Allow hands-on practice
- Move at the learner's pace

Module 1: Getting Comfortable with Devices

What to Learn

- Turning a device on and off
- Charging the device
- Using touch (tap, scroll, swipe)
- Opening and closing applications

Practice

- Turn the device on and off
- Open 3 different apps
- Adjust volume and brightness

Module 2: Basic Navigation

What to Learn

- Understanding the home screen
- Using menus and buttons
- Switching between apps

Practice

- Open an app and return to the home screen
- Switch between two apps

Module 3: Internet Basics

What to Learn

- What the internet is
- Using a browser (e.g., Chrome)
- Searching for information

Practice

- Open a browser
- Search for a local topic (e.g., weather, news)
- Open and read one result

Module 4: Communication

What to Learn

- Making calls
- Sending messages (SMS or WhatsApp)
- Saving contacts

Practice

- Save a new contact
- Send a message

- Make a call

Module 5: Email Basics

What to Learn

- What email is used for
- Creating an email account
- Sending and reading emails

Practice

- Open an email account
- Send a message to a known contact
- Read a reply

Module 6: Online Safety

What to Learn

- Protecting personal information
- Recognizing scams
- Safe passwords

Key Rules

- Do not share passwords

- Do not click unknown links
- Be cautious with personal details

Practice

- Create a strong password
- Identify a suspicious message

Module 7: Accessing Useful Services

What to Learn

- Accessing educational content
- Using government or service platforms
- Watching learning videos

Practice

- Visit an educational website
- Watch a short learning video
- Search for a helpful resource

Practical Tips for Learners

- Practice daily, even for a short time
- Do not fear making mistakes

- Ask questions when unsure
- Learn by doing, not just watching

Facilitator Guide

Before the Session

- Ensure devices are available and working
- Prepare simple examples
- Identify learner skill levels

During the Session

- Demonstrate slowly
- Allow learners to try
- Support individually

After the Session

- Encourage continued practice
- Provide simple follow-up tasks

Common Challenges

Challenge

What to Do

Fear of breaking the device

Reassure and guide step-by-step

Forgetting steps

Repeat and practice

Slow learning pace

Be patient and consistent

Limited access to devices

Encourage shared learning

Practice Tracker

Skill

Practiced (✓)

Notes

Turning device on/off

Opening apps

Internet search

Sending messages

Email use

Online safety awareness

Reference Resources

Use these to support learning:

- <https://www.youtube.com/@gcfglobal/videos>
- <https://edu.gcfglobal.org/en/>
- <https://www.unicef.org/education/digital-learning>

Final Note

Digital skills are built through consistent practice. Small steps taken regularly lead to confidence and independence.



Kenford Trust

Education Access Program

Focused on practical skills, inclusion, and community empowerment.