

DIGITAL SKILLS WORKBOOK

Resources for Beginners

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| NAME |  |
| SCHOOL |  |

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# Welcome!

In this unit, you’ll be learning all about digital skills, including how to stay safe online, how to best use the internet for research and how to use technology to present information.

## What are digital skills?

First up, let’s see what you think Digital Skills is all about.

### TASK:

Write down or type as many words as you can that are connected to digital skills. We’ve included some examples to help get you started!

|  |  |  |
| --- | --- | --- |
| Computers  Communication |  |  |

# 1. Understanding E-Safety

E-Safety is more important than ever. But what is it?

### TASK:

Watch the following video:  
  
https:[//w](http://www.youtube.com/watch?v=HAY8uDBCd3k)ww[.youtube.com/watch?v=HAY8uDBCd3k](http://www.youtube.com/watch?v=HAY8uDBCd3k)

If the link is working, you can also search for ‘What is E-Safety?’ on YouTube. It is the first result.



### What are the four questions asked in the video?

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

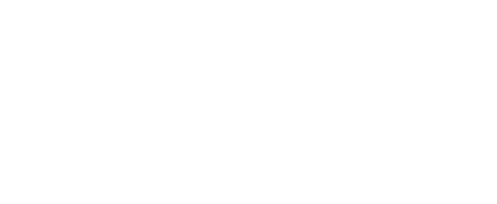
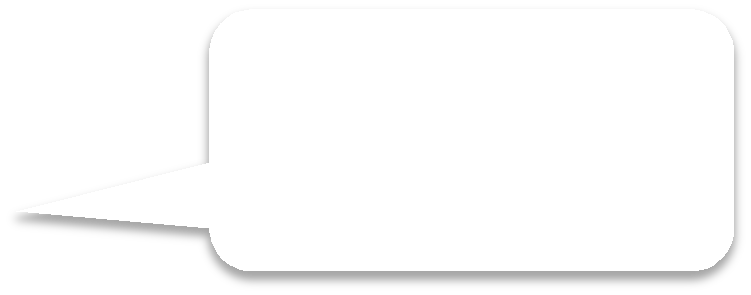
### How can these questions help you to stay safe online?

|  |
| --- |
| I think these questions can help you to stay safe online because… |

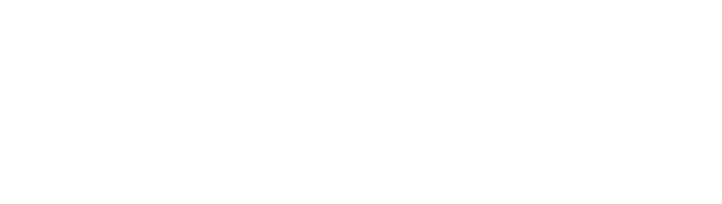
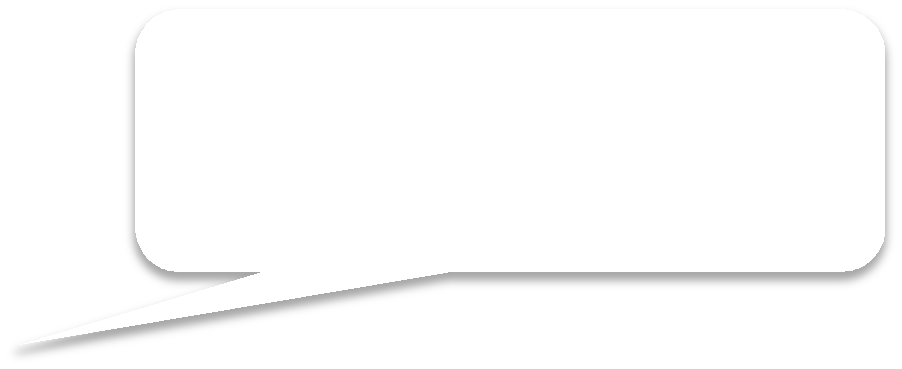
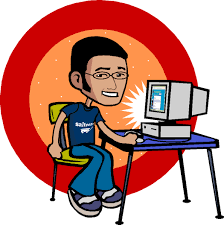
## 1.1 What is meant by E-Safety?

### TASK**:**

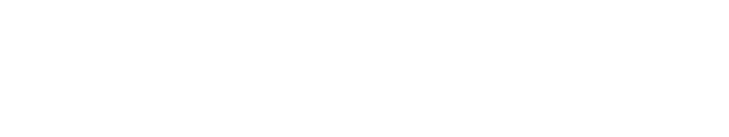
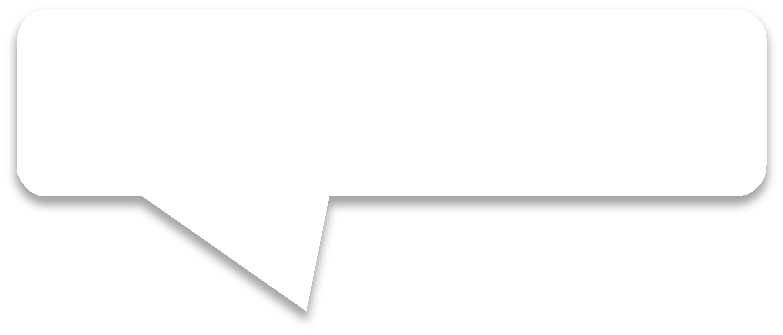
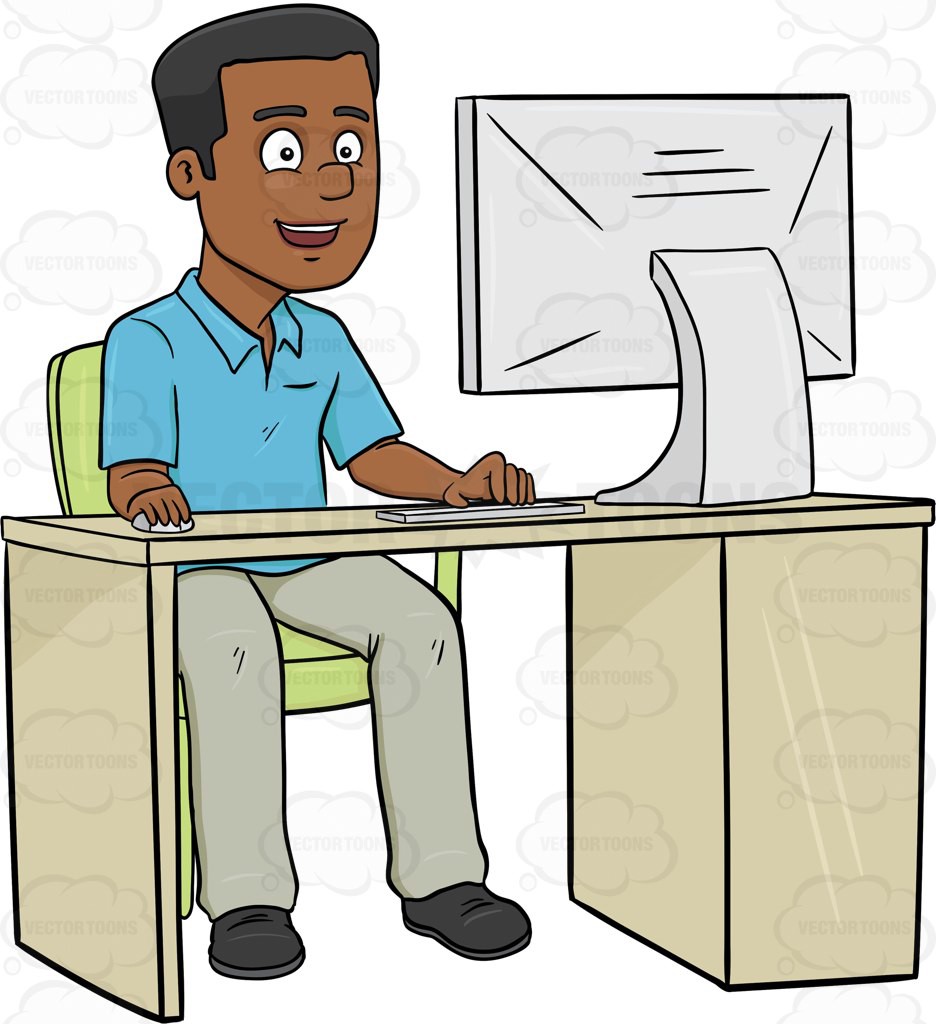
Use the tick boxes to choose the correct definitions of e-safety. There are four correct definitions for you to find.



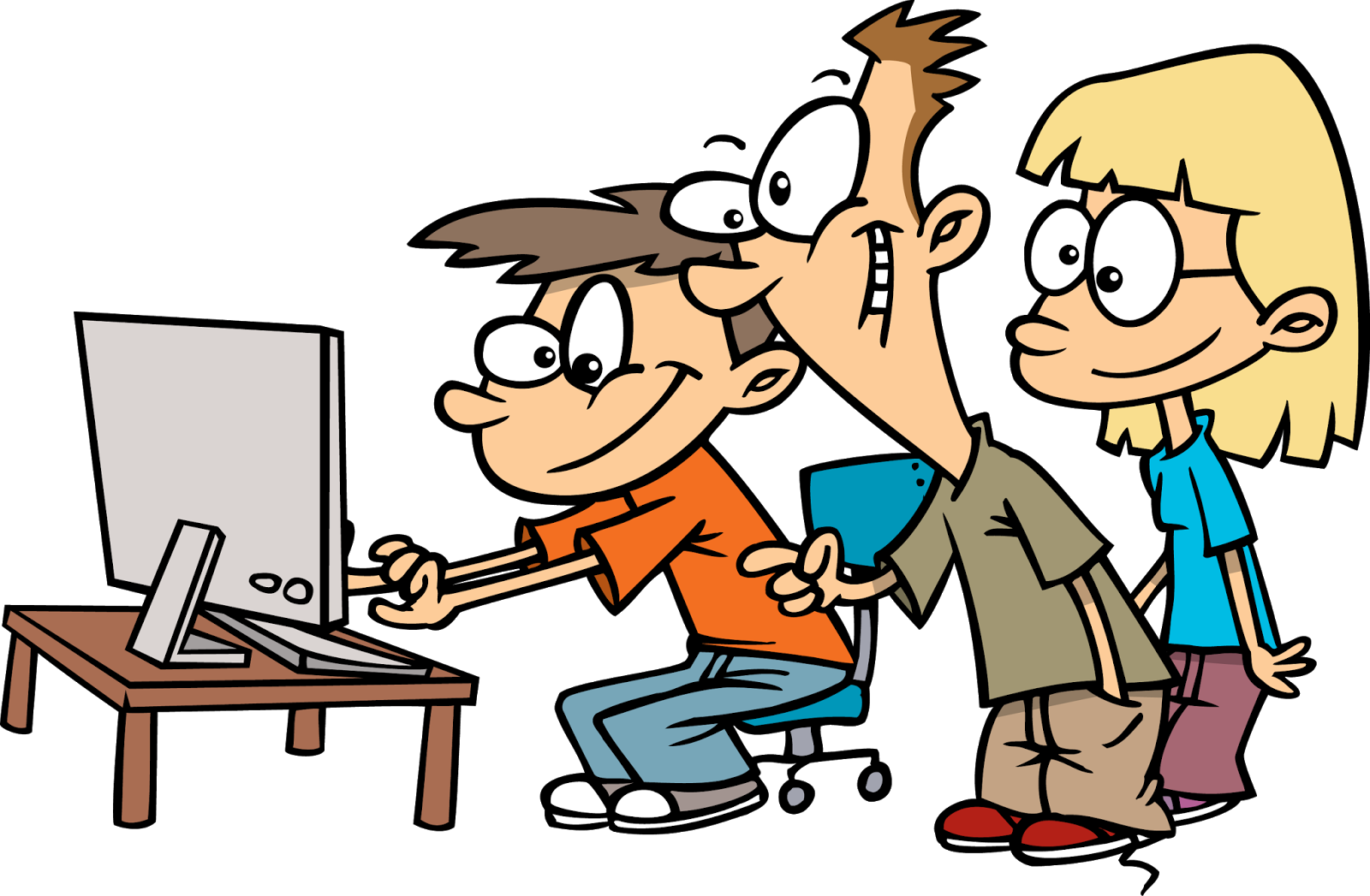
E-Safety is about playing Fortnite with my friends

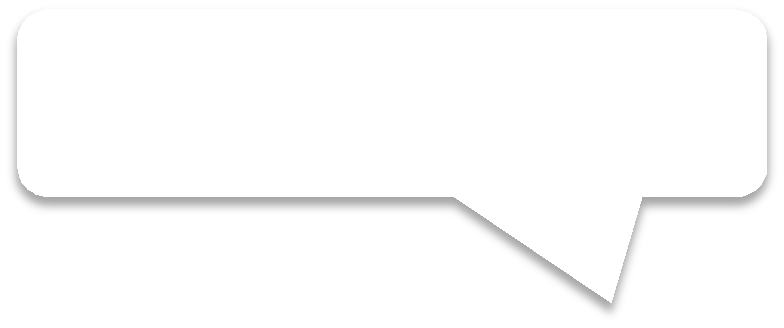


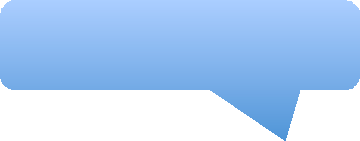
E-Safety means always having strong passwords for your online accounts

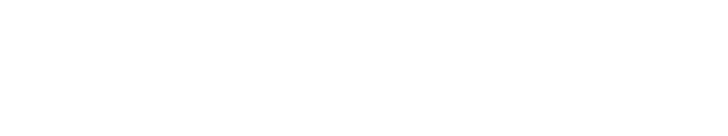


E-Safety is about not sharing personal details online

****

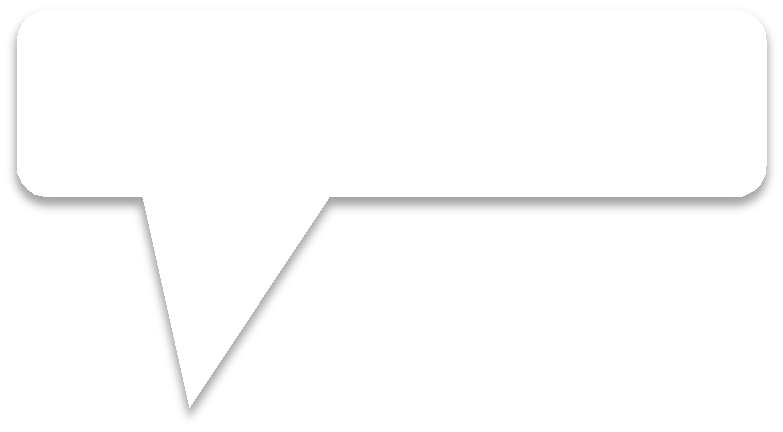
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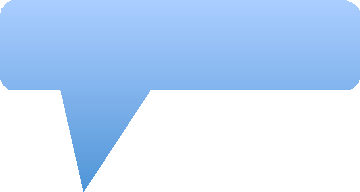
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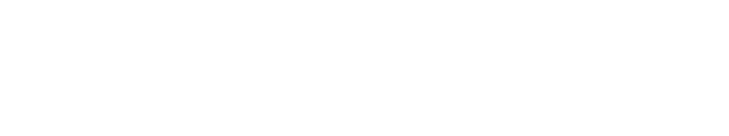
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E-Safety is about not talking to strangers on the internet

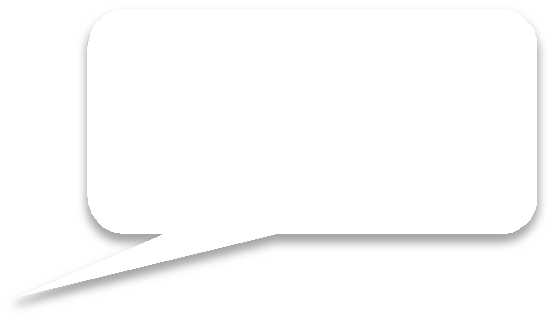
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E-Safety is when you Google a question to find out the answer

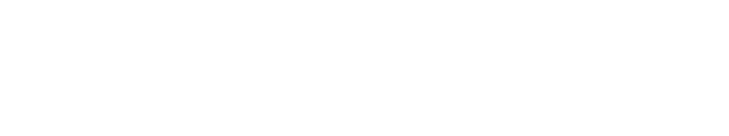
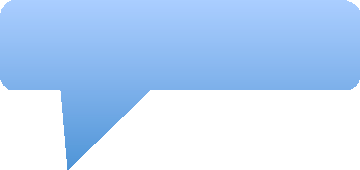
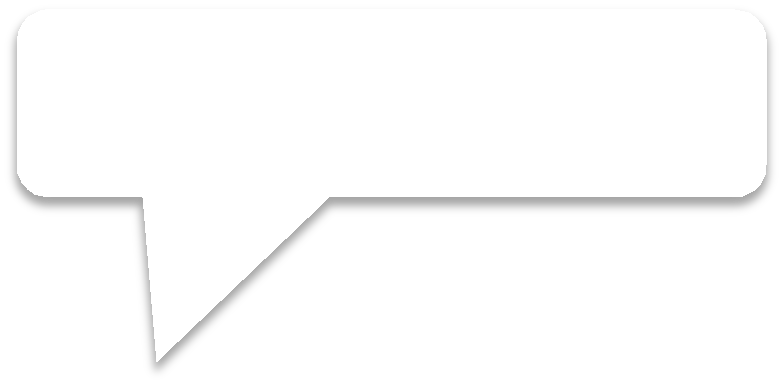
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****

E-Safety is about staying safe when online

****



E-Safety is about not spilling water on my computer

# 2. Online Behaviour

**Behaving responsibly, kindly and positively is very important in everyday life. That includes when you are online too.**

### TASK:

Think about different types of behaviour when you are in school.

* What does it look like when you are behaving well and positively?
* What about when someone is behaving negatively?

Can you name 3 examples of positive & negative behaviour at school?

**Positive Behaviour**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**Negative Behaviour**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |

### TASK:

Do you think any of the positive and negative examples of behaviour can happen online too? Discuss this with at least one other person at home and explain your answer in the box below.

|  |
| --- |
|  |

## 2.1. Identifying positive and negative online behaviour

### TASK:

Kamal and Alisha are online.

Kamal is behaving positively but Alisha is behaving negatively. Use the tick boxes to match up the sentences with each person.

A picture containing toy

Description automatically generatedA picture containing drawing

Description automatically generated

Kamal

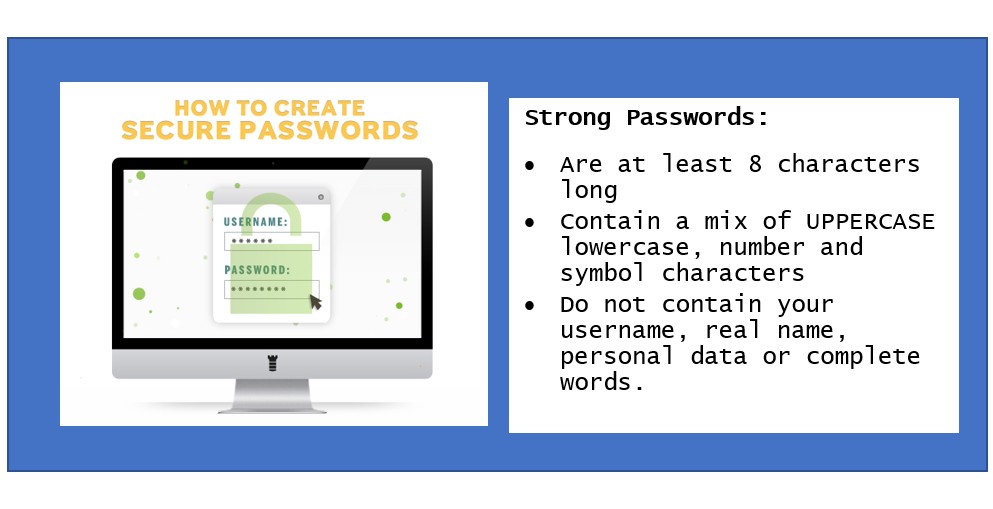
Alisha

|  |  |  |
| --- | --- | --- |
| Sentence | Kamal or Alisha? | |
| Some celebrities really annoy me. I love writing mean comment about them on Instagram. | TICK  BOX | TICK  BOX |
| I often go online to keep up to date with current affairs. | TICK  BOX | TICK  BOX |
| A boy at my school fell over today. I took a video of it. I’ll post it on all my WhatsApp group chats! | TICK  BOX | TICK  BOX |
| Wikipedia is great for my homework. I just copy and paste from there without reading it. | TICK  BOX | TICK  BOX |
| If I’m doing something interesting, I like to post it on my Instagram story. | TICK  BOX | TICK  BOX |
| I like chatting with my friends online to see how they are. | TICK  BOX | TICK  BOX |

# 3. Passwords

A good way to keep information safe online is to use a strong password. You should also remember to log out of any websites/social accounts/online banking after using them on a different device.

### Password Top Tips:



### TASK:

Have a look at the passwords below. Which one do you think is the strongest? Which one is the least secure?

|  |
| --- |
| The strongest password is… |

Fishandchips

FishandChips

F!sh&Ch!p525

FishandChips25

Now write down three things the password contains that makes it strong

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

### TASK:

Design a poster that encourages young people to use the internet safely.

If you have access to a computer, you can make your poster on that, or if you would prefer you can use a piece of paper.

You can draw pictures on your poster, or you can find pictures online.

However, you must write using your own words!

**Your poster should include the following information:**

* + - What E-Safety is
    - Why E-Safety is important
    - Two examples of positive online behaviour
    - Two examples of negative online behaviour
    - Advice on how to make a strong password

# 4. Use of Digital Skills

We use digital skills for many different tasks every day. Have you done anything this week that used digital skills? Has anybody at home?

### TASK:

Ask someone at home how they have used digital skills this week and write or type their answers below:

I have asked:

|  |
| --- |
|  |

They have used digital skills this week by:

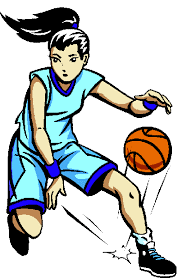
|  |
| --- |
|  |

## 4.1 Task Which Require Digital Skills

### TASK:

Below is a list of different tasks you might do every day. List the five tasks that involve digital skills in the box provided on the next page.

****

****

Producing music

Playing basketball

Travelling on the tube

Sending emails

****

Looking something up on Google

Reading the newspaper

Finding a route on your phone

Making a vlog

****

****

Sending a photo to a friend on WhatsApp

Shopping for gifts

Making breakfast

The five tasks that involve digital skills are…

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

# 5. Digital Communication

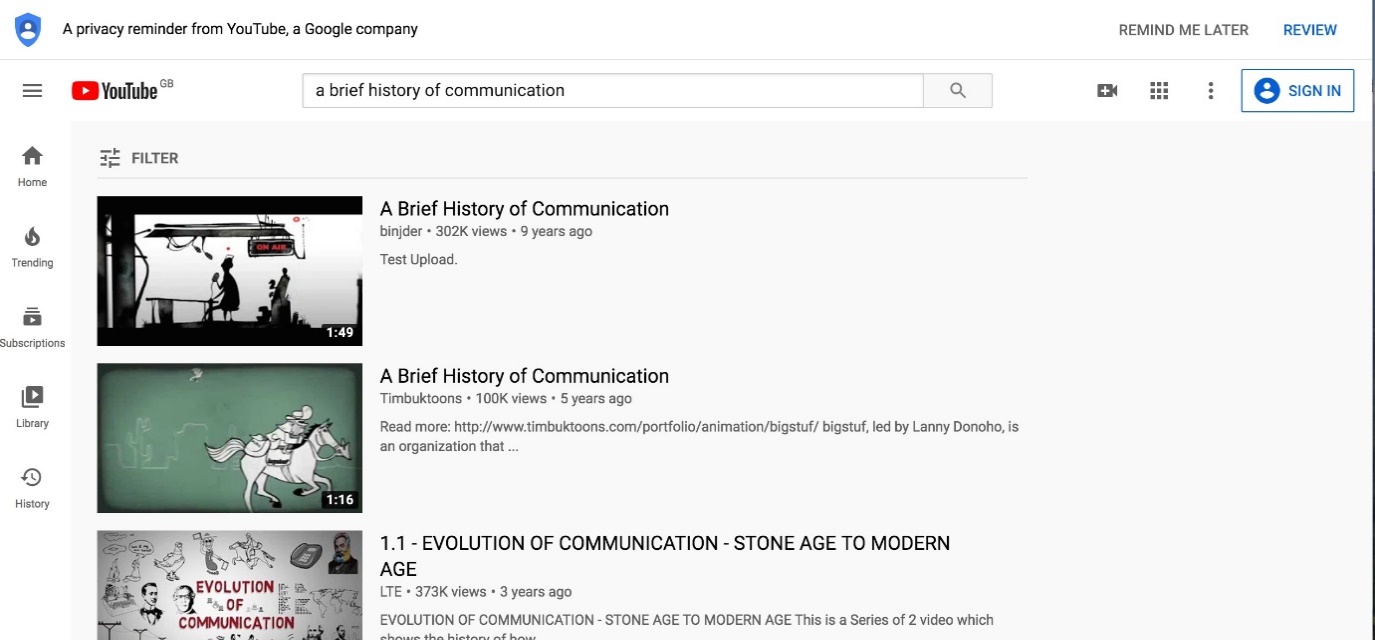
**The way that we communicate with each other has changed so much over the last 20 years. But can you imagine how much it has changed over the last 20,000 years?!**

### TASK:

Watch the video below. Are there any forms of communication that you don’t recognise? If you can, search online what they are.

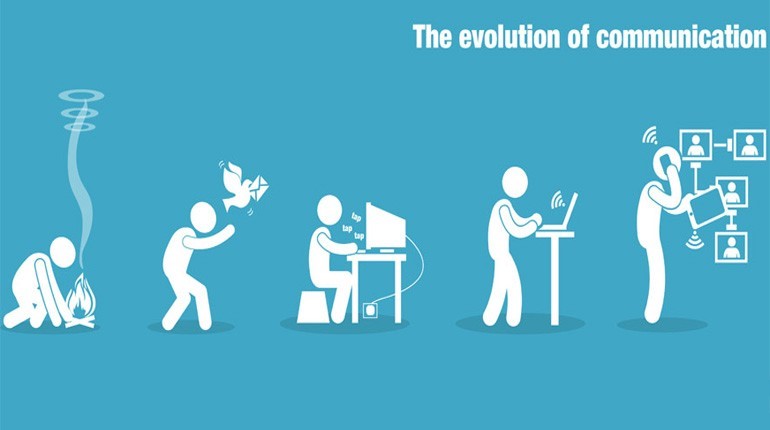
https://[www.youtube.com/watch?v=0ay2Qy3wBe8](http://www.youtube.com/watch?v=0ay2Qy3wBe8)

If the link isn’t working, you can search for ‘A Brief History of Communication’ on YouTube. It is the second result



### TASK:

From left to right, match up the forms of communication with the picture below. We have completed one for you to help get you started!



|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. | Instant messaging on a laptop |
| 5. |  |

## 5.1 Examples of Digital Communication Tools

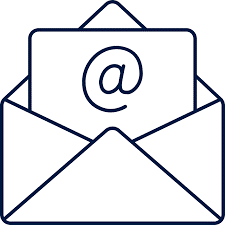
**These days, we use technology all the time to communicate with other people.**

### TASK:

Write or draw/insert a picture in each empty box of a method of using technology to communicate with people.

Make sure you label each picture.

Email

****

**Communicating Using Technology**

# 6. Finding and Presenting Information

**In this section, you’ll be using the internet to research information on a topic and using a computer to present that information.**

### TASK:

****Imagine that a friend wants to buy a new phone and has asked you for advice on which one to get. Research which phone you think your friend should buy and fill in the information below:

|  |  |
| --- | --- |
| Make of phone |  |
| Model of phone |  |
| Dimensions of phone |  |
| Storage space |  |
| Information about camera |  |
| Price |  |
| Why it is a good phone |  |
| Any disadvantages |  |

## 6.1 Present Information Using Digital Tools

**Now you’ve done some brilliant research, it’s time to present it!**

### TASK:

Create a PowerPoint presentation showing all of the information about the phone that you have researched.

If you need a refresher on your PowerPoint skills, or if you aren’t very confident, this video explains it very clearly.

https://[www.youtube.com/watch?v=u7Tku3\_RGPs](http://www.youtube.com/watch?v=u7Tku3_RGPs)

If the link doesn’t work, you can search for ‘Microsoft PowerPoint Tutorial – Beginners Level 1’ on YouTube.

****

**Your presentation must include:**

* at least four different slides
* all of the information that you have written in the table
* at least two different pictures of the phone

|  |
| --- |
| **CHALLENGE**!  Can you also include some *animations* in your presentation? |

# 7. Developing Your Own Digital Skills

**Well done on making it this far in the course!**

### TASK:

Below you’ll find all of the topics that we’ve covered in this course. In the box by each topic, write a number between 1-5 depending on how confident you now feel with that topic.

* **5 means you really understand the topic**
* **1 means you don’t feel confident at all with the topic**

|  |
| --- |
| Understanding E-Safety |

|  |
| --- |
| Behaving positively online |

|  |
| --- |
| Making a strong and safe password |

|  |
| --- |
| Using digital skills in everyday life |

|  |
| --- |
| Using technology to communicate |

|  |
| --- |
| Finding and presenting information online |

**Now write down at least one topic of Digital Skills that you would like to improve and why.**

I would like to improve:

|  |
| --- |
|  |

Because…

|  |
| --- |
|  |

****

**You have completed the Digital Skills workbook. Don’t forget to keep hold of the workbook so that you can take it to school and show it to your teacher!**



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