



# DIGITAL CITIZEN



## What is Digital Citizen?

Digital Citizen sets out the basic concepts relating to using a computer and the digital skills needed to complete some elementary or everyday tasks in a confident way.

### ON COMPLETION OF THIS MODULE, THE CANDIDATE WILL BE ABLE TO:

- Identify different types of computers as well as their main components and be able to log on to a computer and understand the basic function of a mouse and keyboard.
- Understand and use common desktop icons and the taskbar and be able to shut down a computer.
- Identify the main parts of a window, work with windows, and identify the main types of storage media and programme applications.
- Create, format, save and print a document.
- Identify files and folders and recognise common file types.
- Understand the Internet and the World Wide Web and the importance of evaluating information on the World Wide Web.
- Use a Web browser and a search engine to navigate the Web.
- Identify common online services and complete a Web based form.
- Understand the structure of an email address and be able to create, send, and receive email and understand the security risks involved
- Understands concepts relating to social networking, instant messaging and VoIP.

### WHAT ARE THE BENEFITS OF THIS MODULE?

- Provides a fun, informal and uncomplicated introduction to computers, the Web, and online services for complete beginners.
- Designed to build confidence and provide a basis to encourage further exploration and development of digital skills.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world.

### HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit [icdlafrika.org/digitalcitizen](http://icdlafrika.org/digitalcitizen)

### MODULE OUTLINE

UNIT	TOPIC
Computer Basics	<ul style="list-style-type: none"> <li>• Parts of the Computer</li> <li>• Types of Computer</li> <li>• Getting Started</li> <li>• The Keyboard and Mouse</li> <li>• Shut Down the Computer</li> </ul>
Introduction to the Desktop	<ul style="list-style-type: none"> <li>• Icons</li> <li>• Taskbar and Start Button</li> <li>• Windows</li> <li>• Storing Information</li> <li>• Applications and File Types</li> </ul>
Introduction to Documents	<ul style="list-style-type: none"> <li>• Creating a Document</li> <li>• Name and Save</li> <li>• Change Font</li> <li>• Bold, Italic, Underline</li> <li>• Cut, Copy and Paste</li> <li>• Save and Print</li> </ul>
Introduction to the Web	<ul style="list-style-type: none"> <li>• Evaluating Information</li> <li>• Online Security</li> <li>• Connecting to the Internet</li> <li>• Navigating and Downloading</li> <li>• Search Engines</li> <li>• Online Services and Forms</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Email Accounts</li> <li>• Creating an Email</li> <li>• Replying to and Forwarding an Email</li> <li>• Online Communities</li> <li>• Instant Messaging</li> <li>• Voice over Internet Protocol</li> </ul>