


# Module 1: Digital Competency

 Developed by: Women in Data Steering Committee  
under Women Entrepreneurship Data (WEDData) Nepal project.

# Understanding of your phone

- Phones improve our access and competence to economy.
- Improves our communication, access to informations, increases productivity and improves access to entertainment.
- Safe and secure digital space.


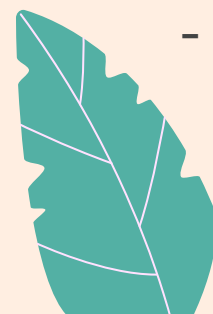


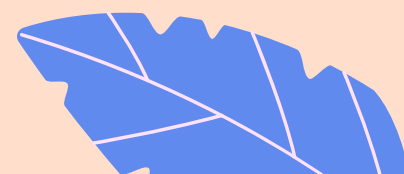


# Digital Competency for Mobile Devices

- **Setup and Configuration**
  - Understanding and managing data plans, internet access.
  - Download/install/uninstall apps.
  - Creating accounts, managing devices and app settings.
- **Information Management**
  - Ability to search new contents, informations, services.
  - Ability to judge relevance, trustworthiness of information and its sources.
- **Digital Communication**
  - Ability to communicate, collaborate, interact and participate in society using digital communication.



# Digital Competency for Mobile Devices

- **Digital Content Creation**
    - Ability to create, edit and share digital content with a particular audience or contribute information to an existing body of knowledge.
  - **Safety and Security**
    - Ability to protect devices, content and personal information. e.g. the ability to change privacy settings, protect passwords.
    - Physical and psychological well-being from potential online harm. (*as well as physical and psychological well-being from potential online harm*)
  - **Problem Solving**
    - Identify technical problems with devices or services.
    - Stay updated with new developments.
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# Activity 1.1

## What do you use on your phone?

- What is the most often used app?
- Areas they are using phone for?
- Purpose of having phone: communication, entertainment, business?
- Data, internet plan uses?

# Understanding Applications

- Software applications designed to run on mobile devices.
- Generally found in **Play Store/App Stores**, some comes built-in.
- Types of apps
  - Lifestyle – fitness, food, music, travel
  - Social media – Facebook, Instagram, YouTube
  - Utility Mobile Apps – Calculator, Weather, Reminder, Light
  - Games/Entertainment
  - Productivity – Docs, Sheets
  - News/Information Outlets



# Apps you need for business and personal uses

- **Canva, Mailchimp:** Reach out and communicate with clients, marketing and ads
- Digital payment apps for transaction
- News apps for learning, information gathering and stay informed
- Trade and management, record keeping
- **Online collaborations:** Office 365 increases our efficiency on online collaborations

# Understanding Social Media Platforms

- Facebook
- TikTok
- Whatsapp

*Let's discuss difference between three apps and their functions?*



# Internet?

- Worldwide system of computer networks that interconnects billions of computer, mobile and other devices.
- Allows for communication, sharing information, data anywhere anytime
- Internet to access the information, services, data available using **browser**.
- **URL (Uniform Resource Locator)** is the address we use to access and identify resource on internet. (e.g: *www.google.com*)



# Browser, Search Engines



- Browser
  - E.g: Chrome, Firefox, Brave, Safari, Edge
- Search Engines
  - E.g: Google, bing, duckduckgo,
  - How to use it to search information?
- Webpage/Website
  - E.g: <https://birgunjmun.gov.np/en>
  - How to use it to find information?
- URL
  - What does it mean?



# Activity 1.2

## Use Google Search function

Search topic you want to know more about:

- What did you find?
- What search used – image, videos, maps, news, data, researchs?

# Activity 1.3

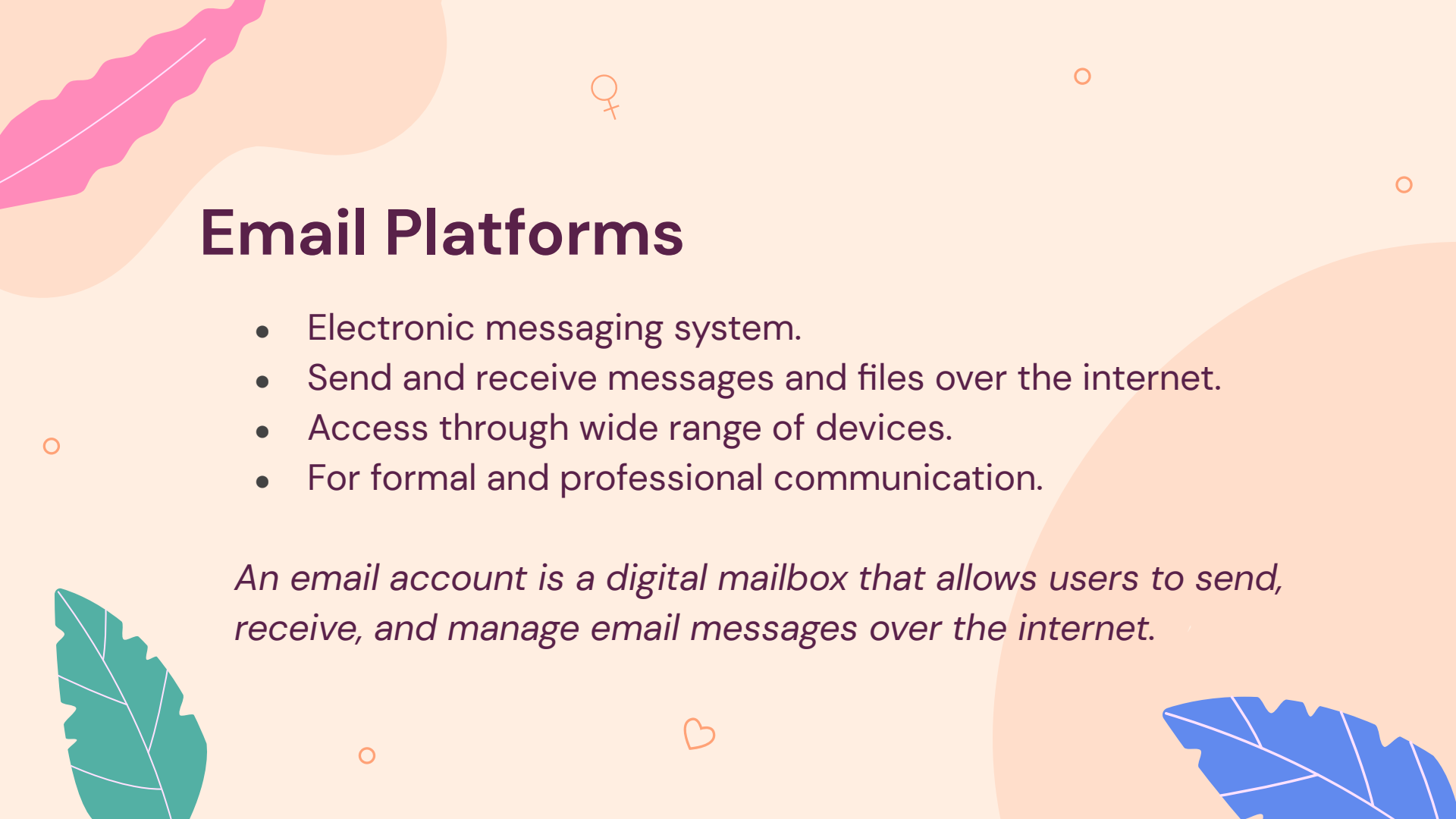
Participants use a browser to open a webpage using URL

- **NYEF** site for registration information



# Email Platforms

- Electronic messaging system.
- Send and receive messages and files over the internet.
- Access through wide range of devices.
- For formal and professional communication.



*An email account is a digital mailbox that allows users to send, receive, and manage email messages over the internet.*



# Email Platforms

- Gmail, Yahoo, Outlook
- In mobile devices we can use email platforms using email client apps
- Email platform in business may be used in marketing and advertising, customer service, and other activities
- Some safety measures using email platforms may be
  - Avoiding spam, phishing scams, and other fraudulent activities
  - Using strong passwords,
  - Being cautious about opening attachments or clicking on links from unknown sender

# Activity 1.4

Use email client to send an email

- Try sending attachments or some links too



**Any Question?**



**Thank You!!**

