

Digital Literacy Programme for Seniors



"[Funded By The Government of Ontario]"

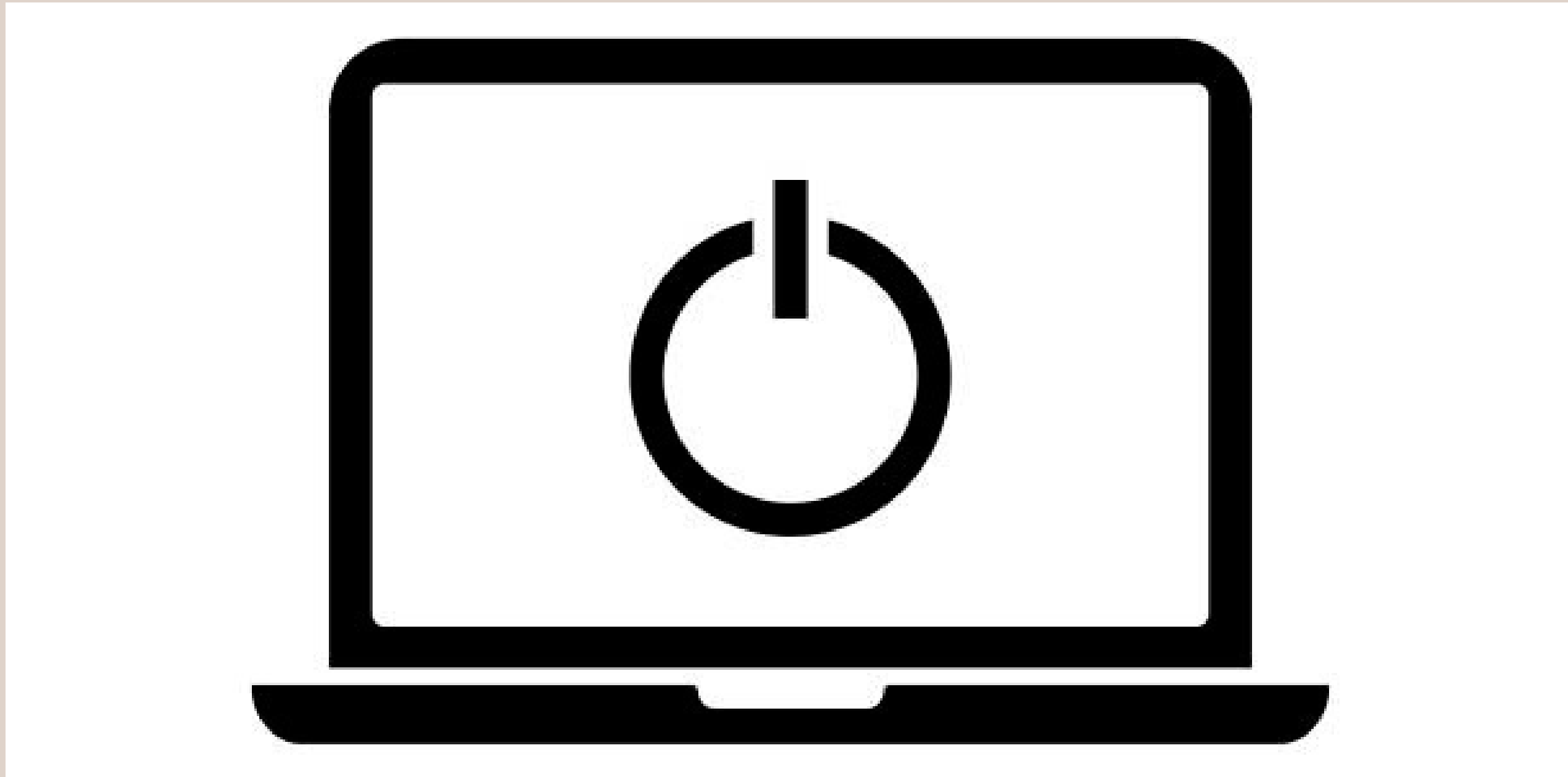
Facilitated by: *Shubh Helping Hands*

Available @ shubhhelpinghands.com

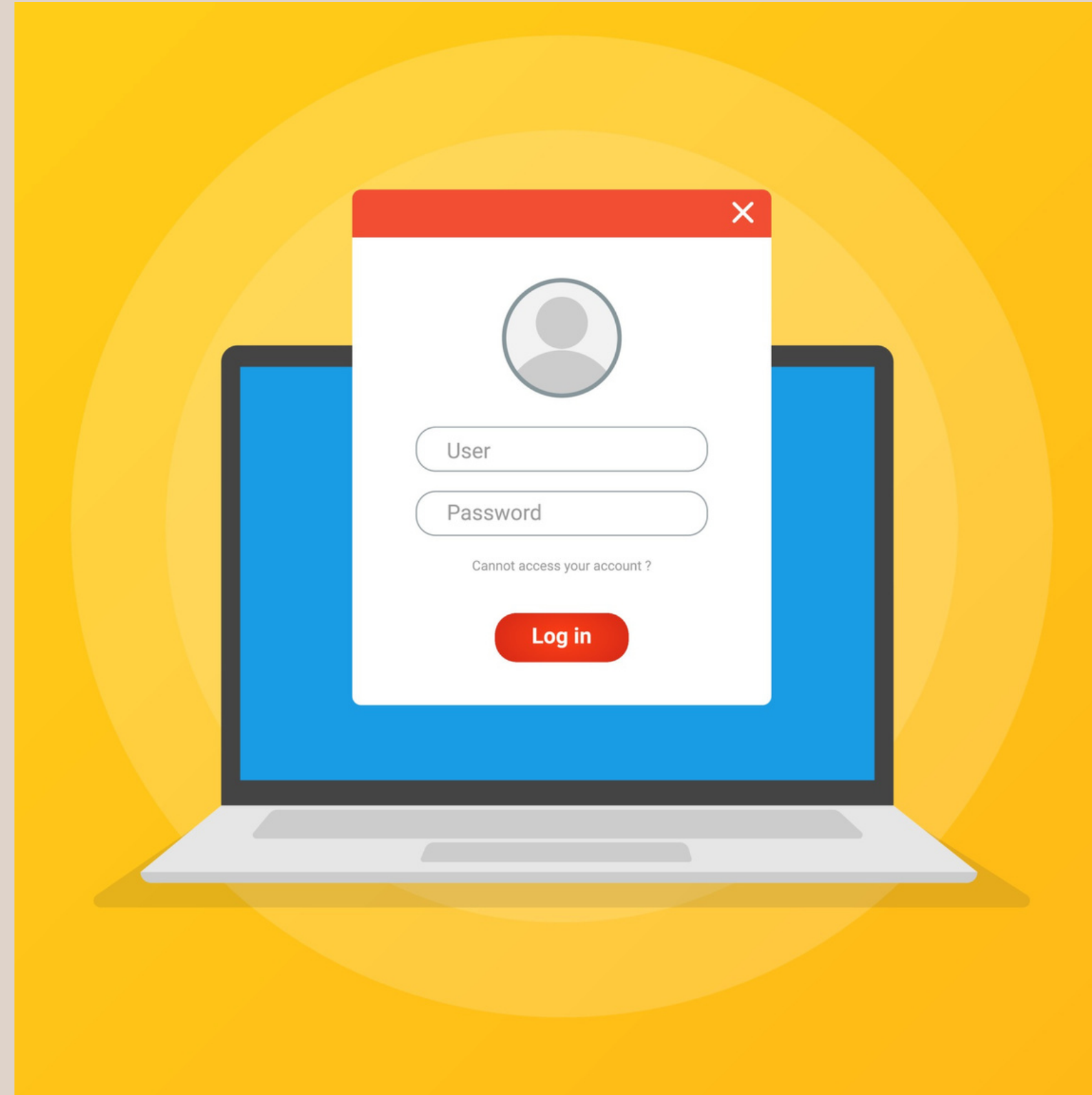


Compiled By: Sahiba Cuccria

Part 1 : Basics of a Computer



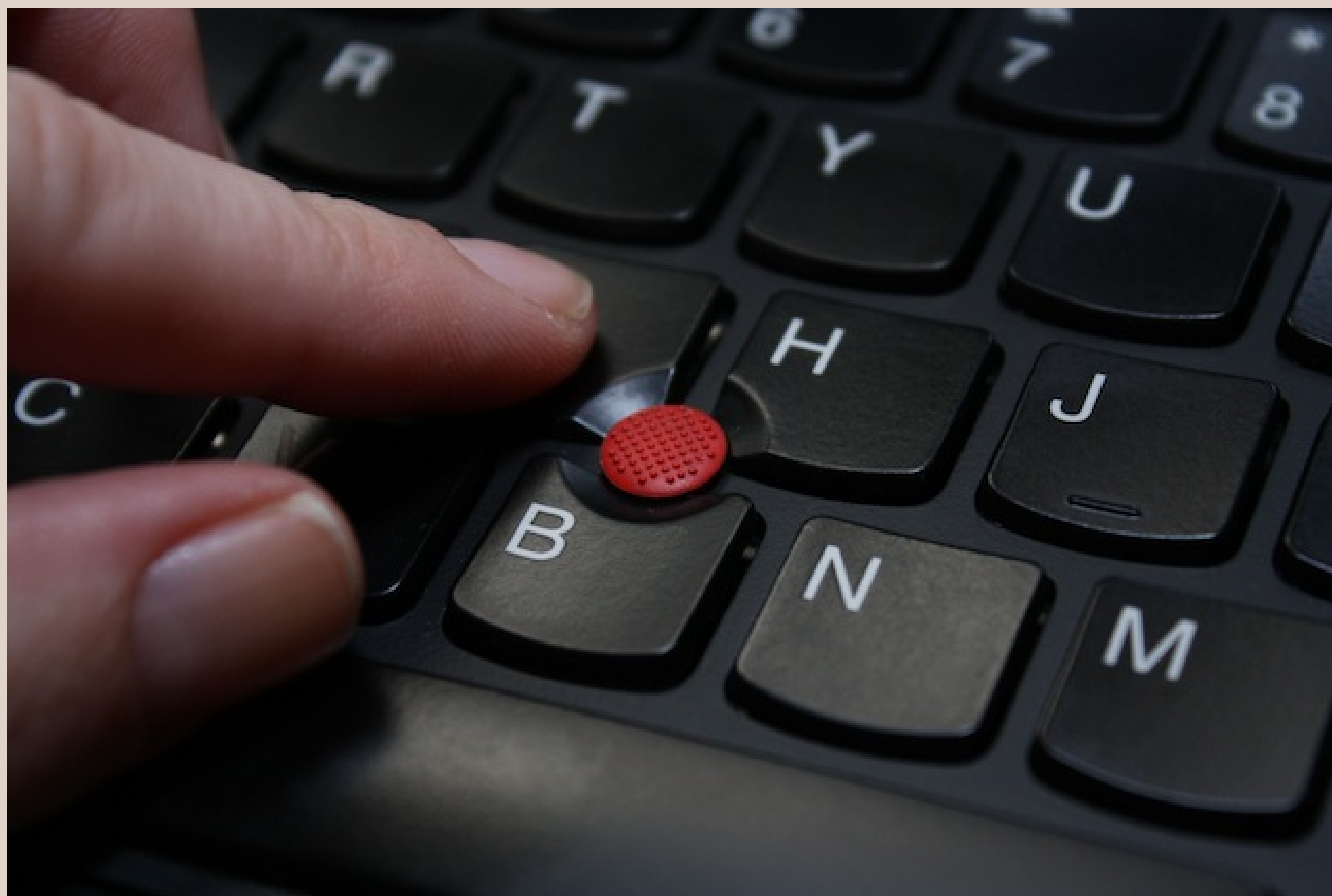
Power Button



Login Screen



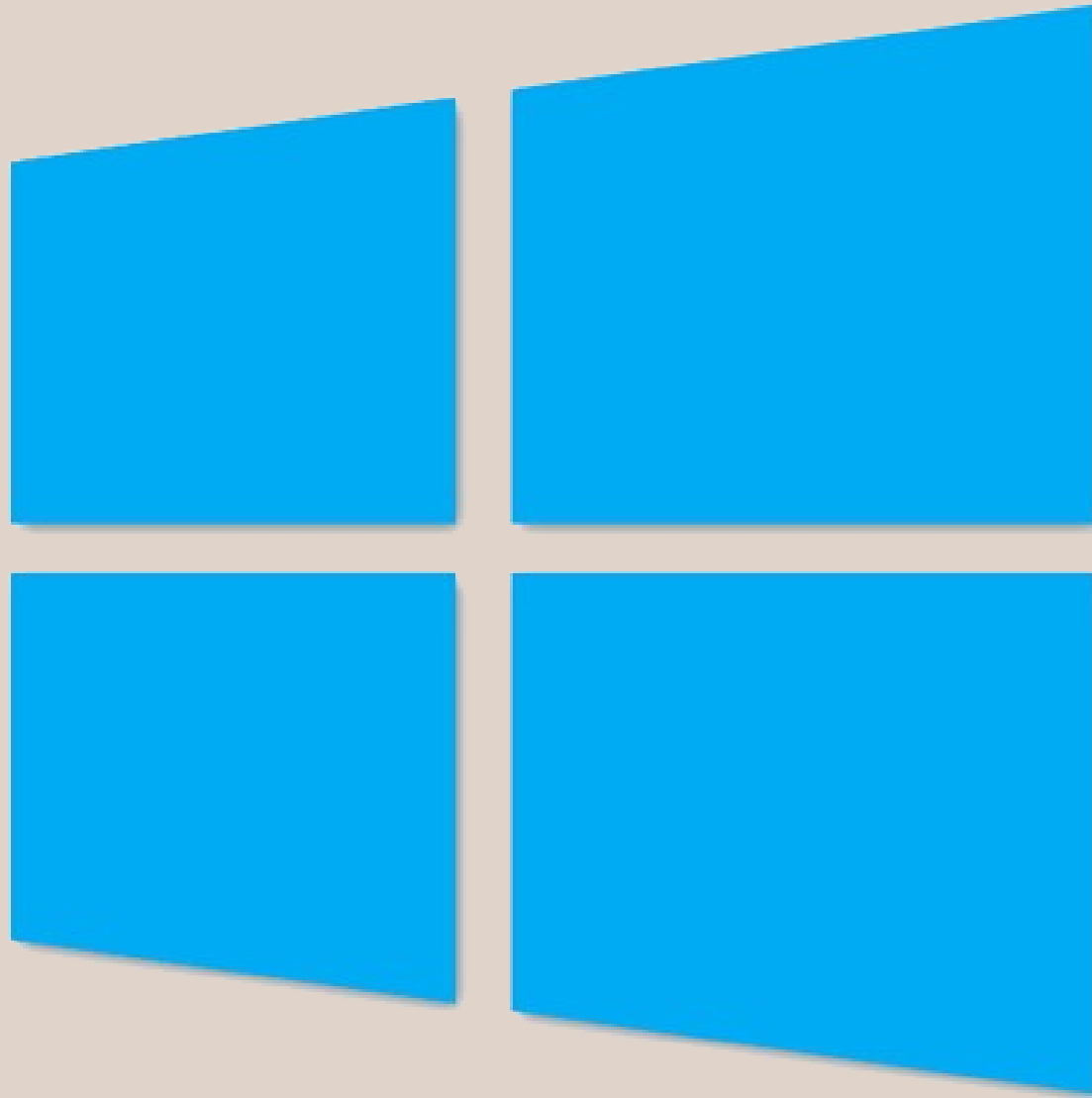
Keyboard



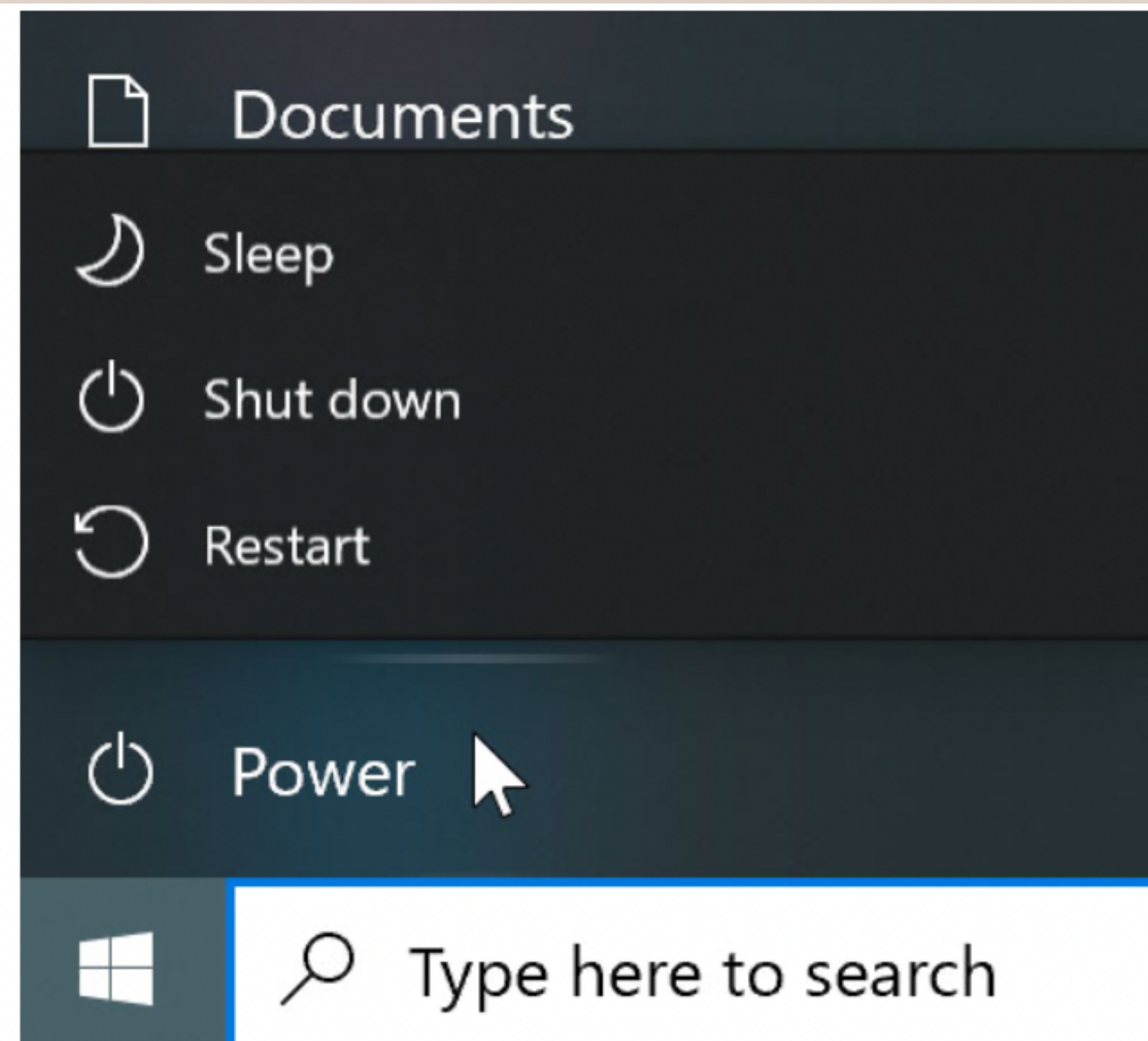
Cursor / Mouse



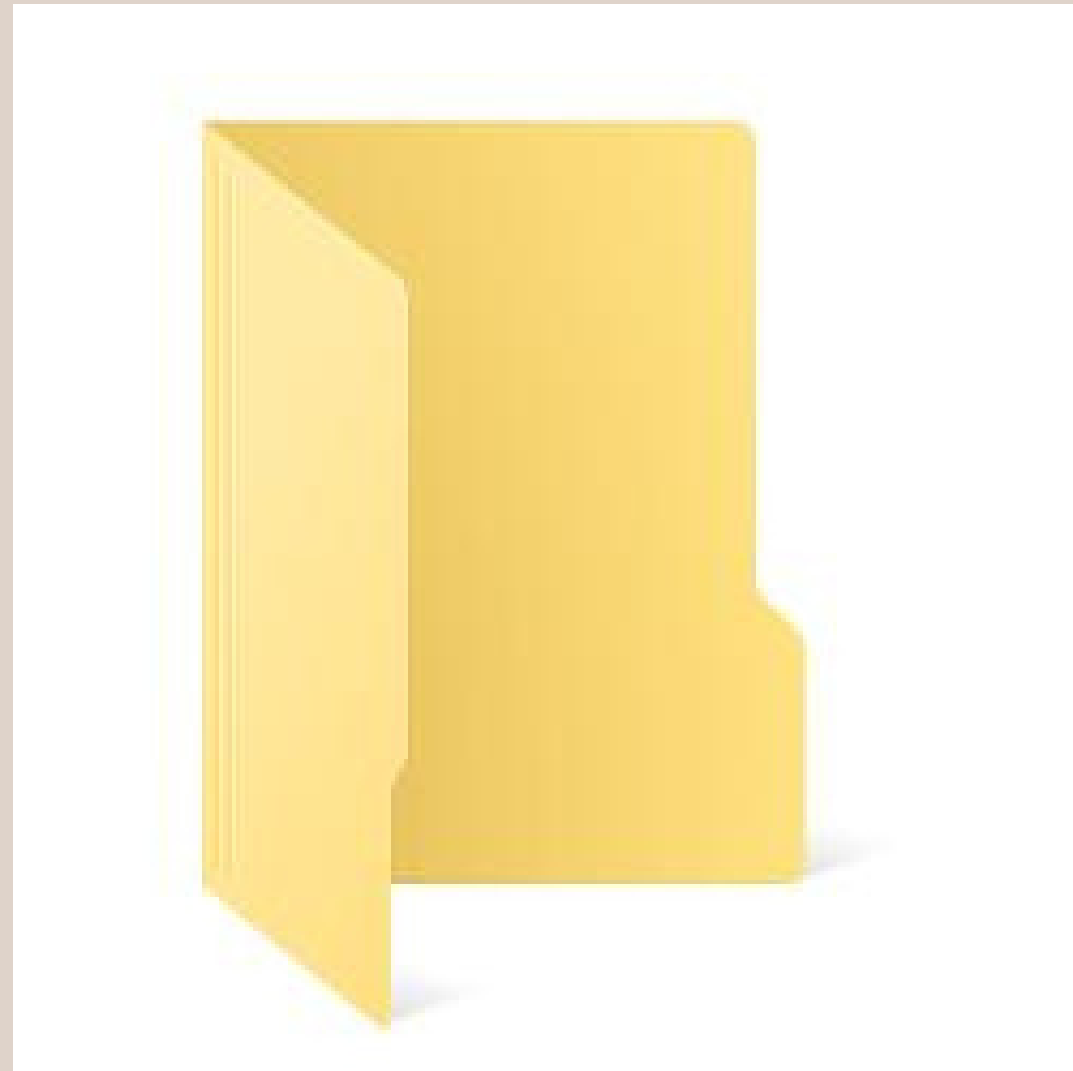
Desktop



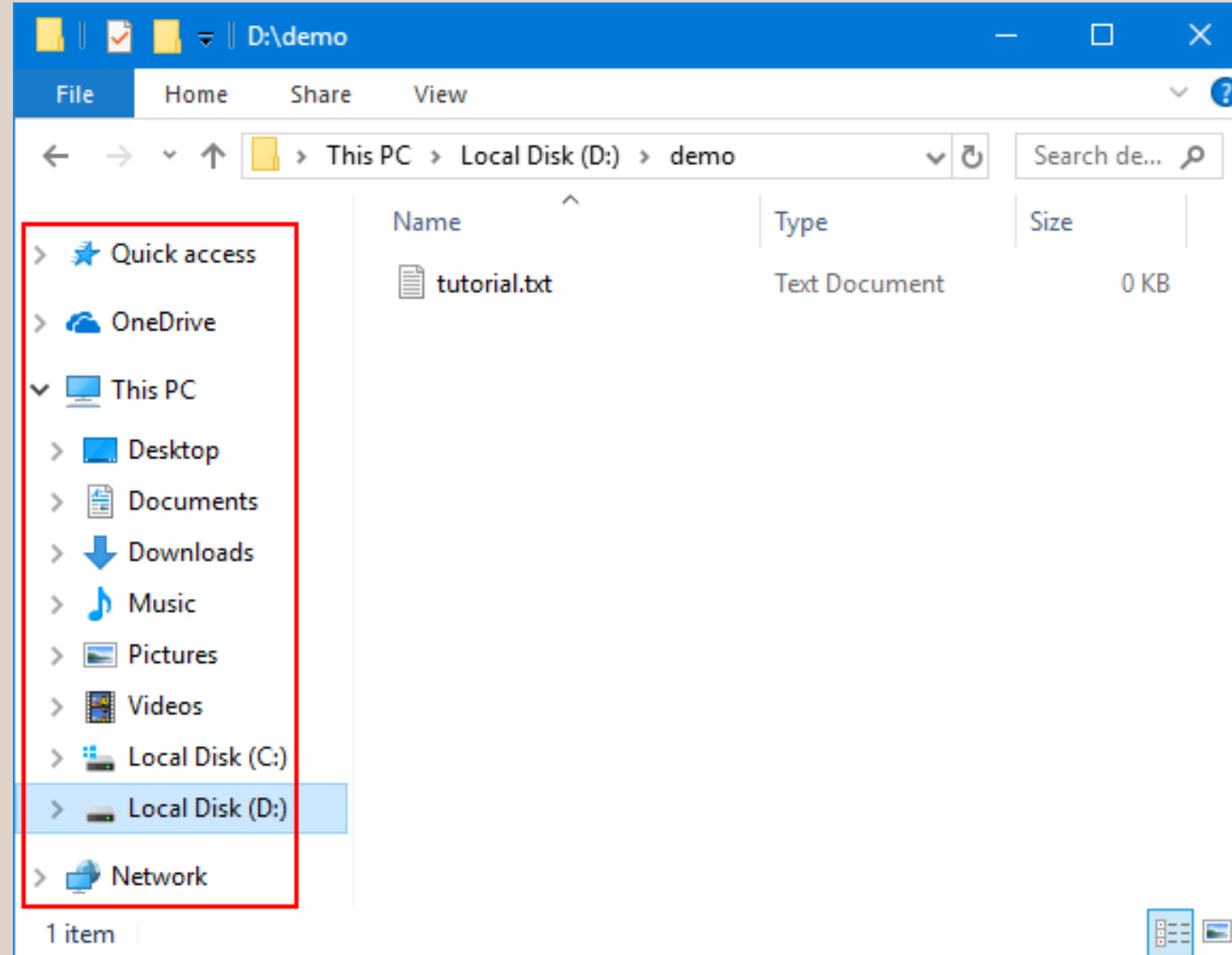
Start Menu Button



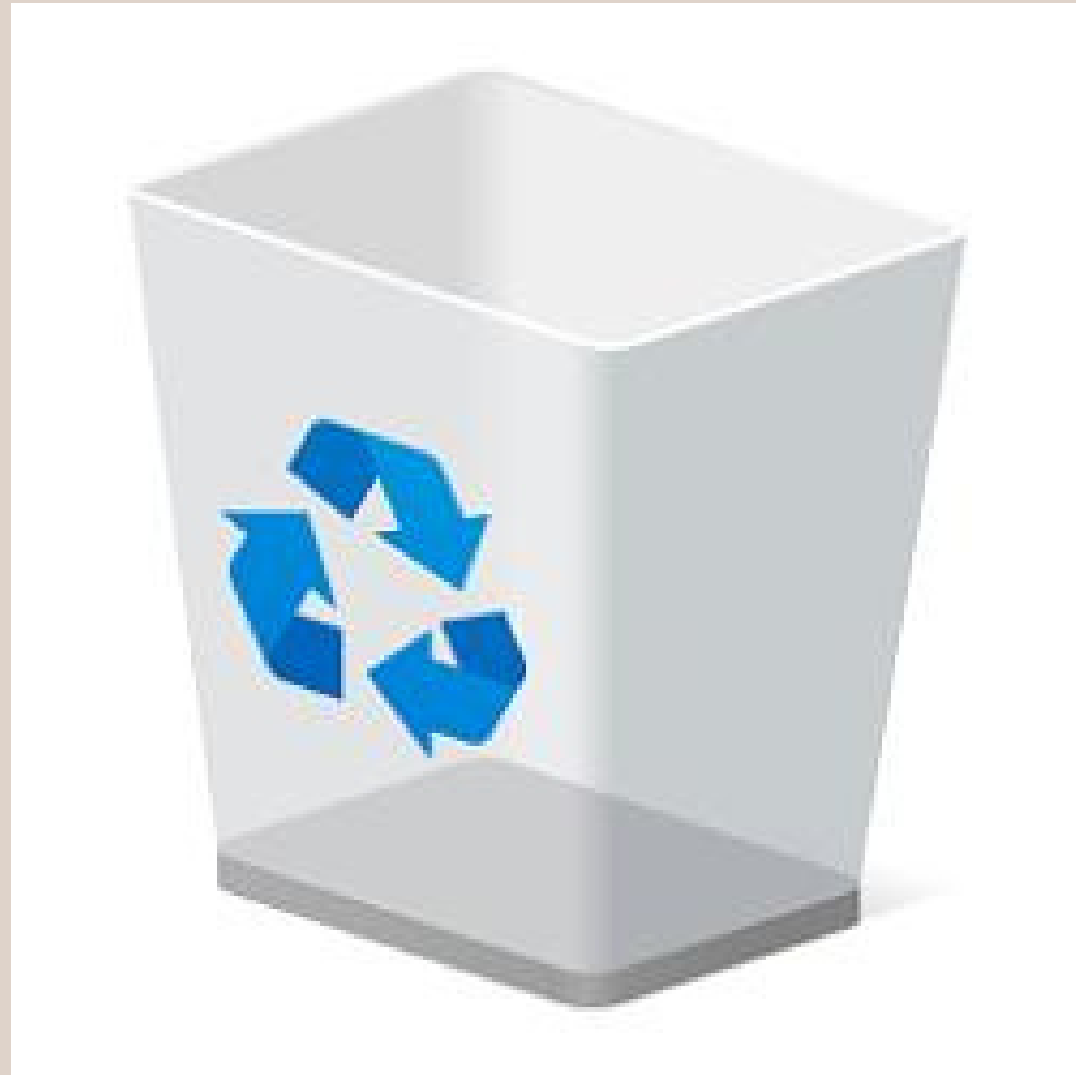
Shutdown



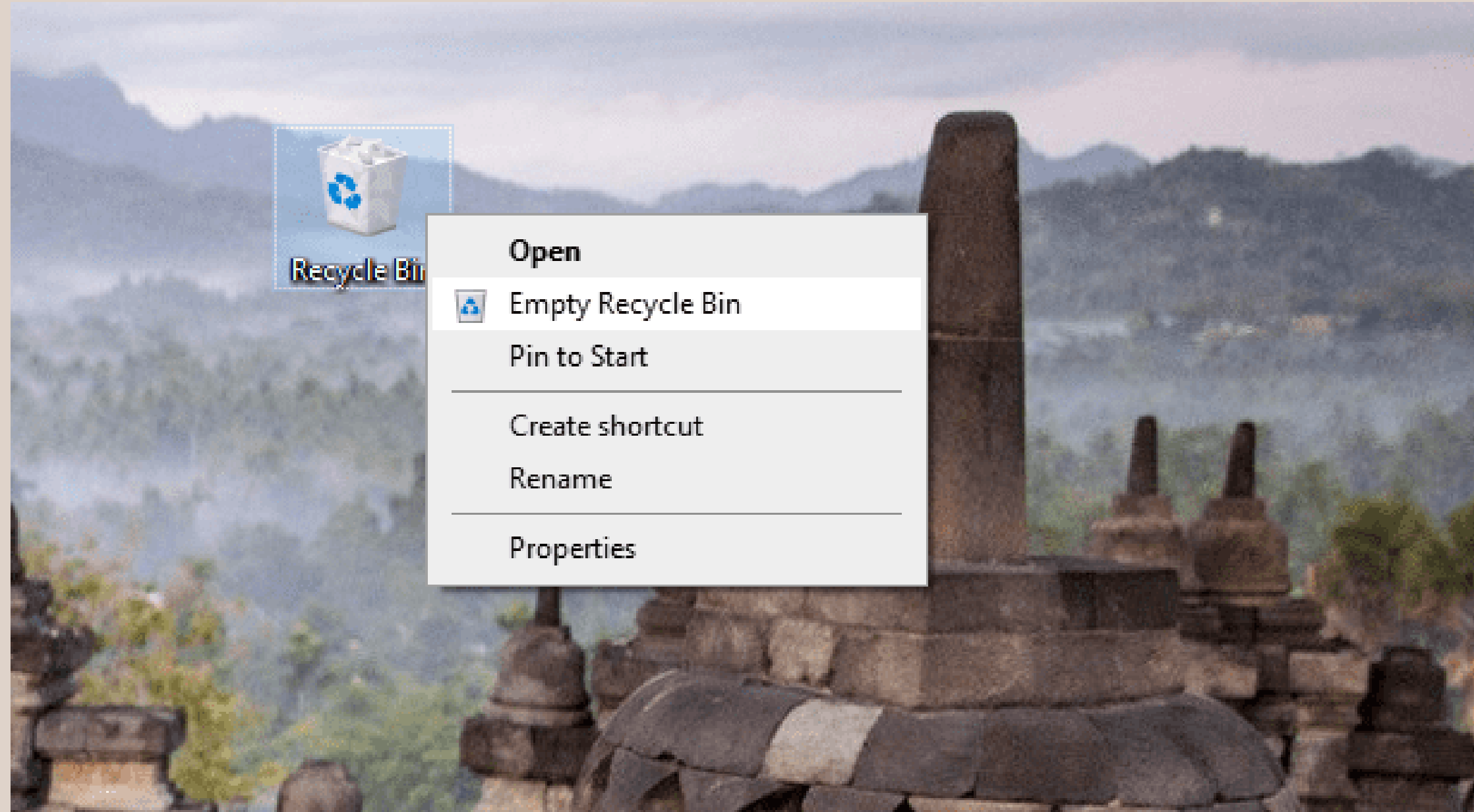
Folders



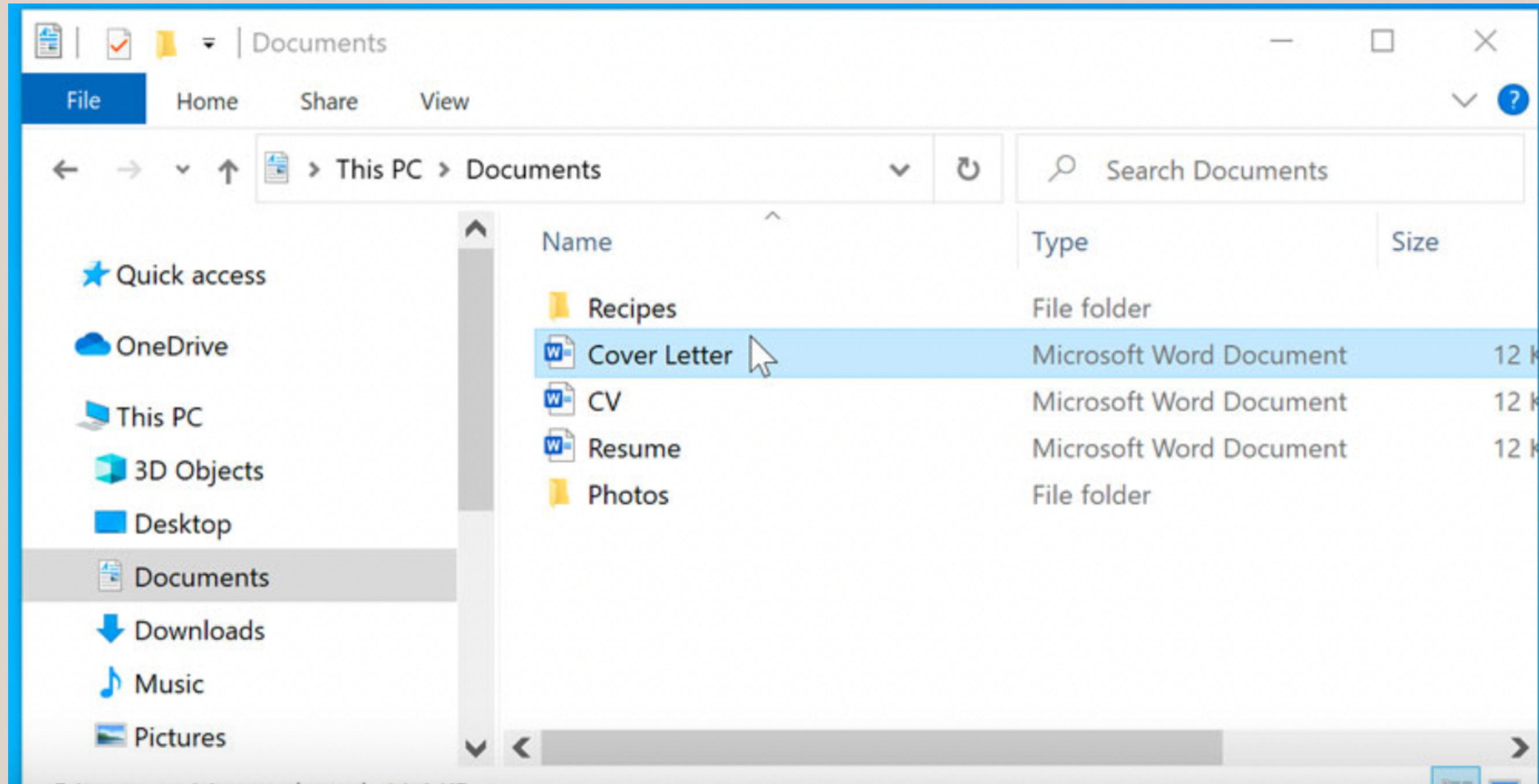
Navigation Pane



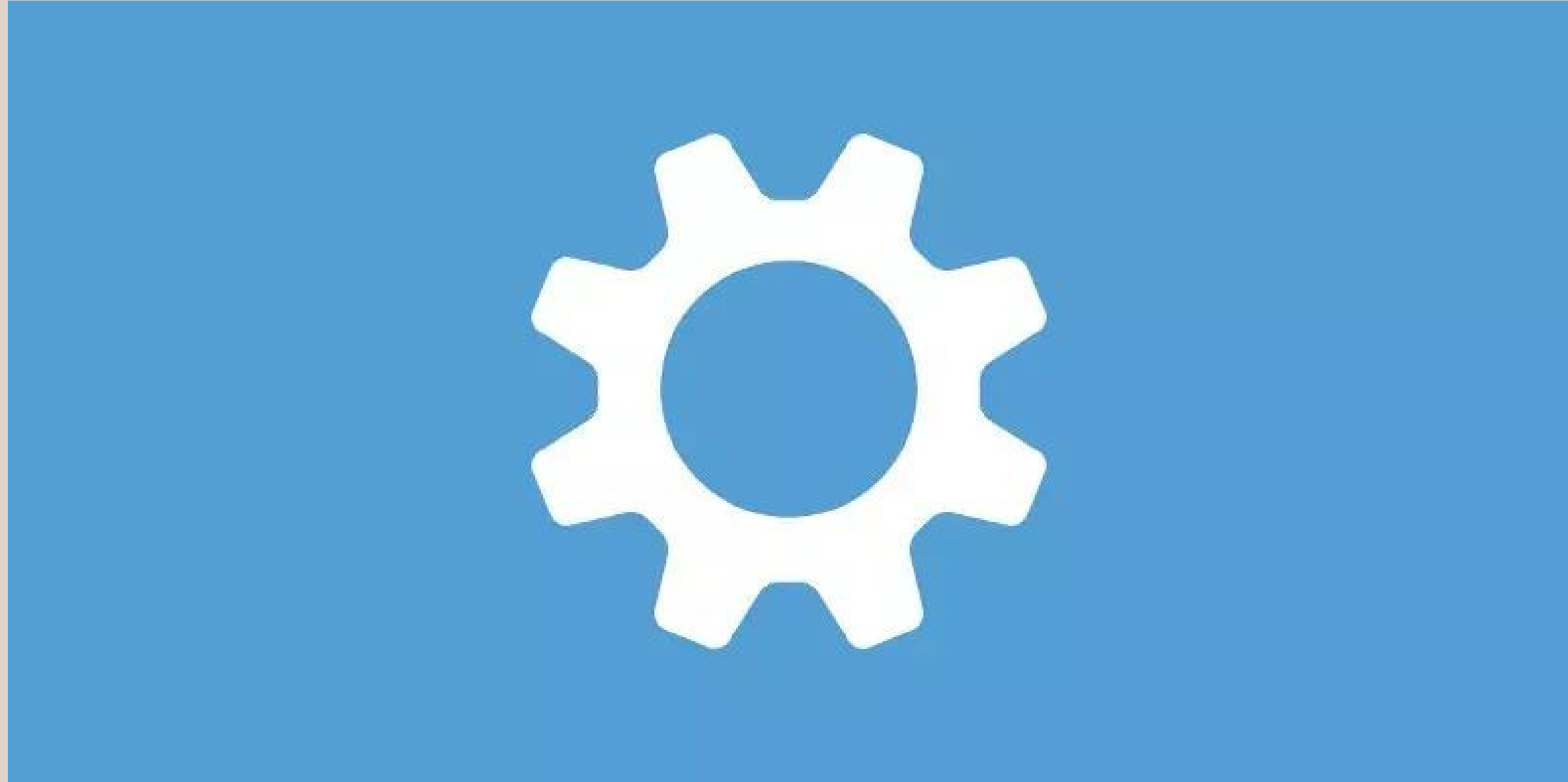
Recycle Bin



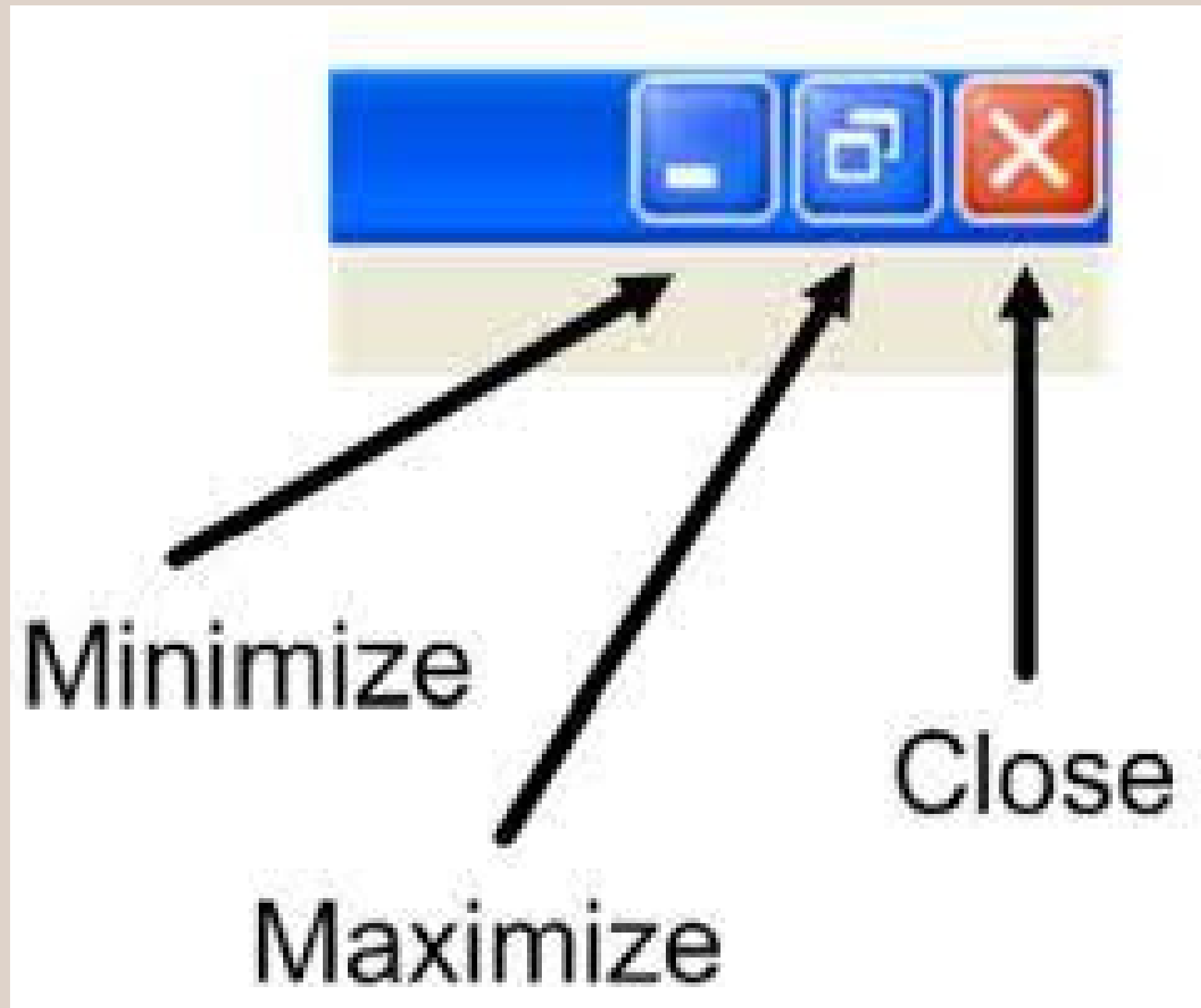
Empty Recycle Bin- to Permanently Delete



Double Click to Open Files



Settings



Minimize, Maximize and Close Buttons

ACTION	WINDOWS	APPLE
To copy selected item	Ctrl+C	Cmd+C
To cut selected item	Ctrl+X	Cmd+X
To paste selected item	Ctrl+V	Cmd+V
To undo an action	Ctrl+Z	Cmd+Z
To select all items	Ctrl+A	Cmd+A
To open print window	Ctrl+P	Cmd+P
Go to start of document	Ctrl+Home	Cmd+↑
Go to end of document	Ctrl+End	Cmd+↓
Go to beginning of previous word	Ctrl+←	Opt+←
Go to end of next word	Ctrl+→	Opt+→
Go to beginning of previous paragraph	Ctrl+↑	Opt+↑
Go to end of next paragraph	Ctrl+↓	Opt+↓
To bold text	Ctrl+B	Cmd+B
To italicize text	Ctrl+I	Cmd+I
To underline text	Ctrl+U	Cmd+U



Different Browsers for your device

Uses of Internet:

With using smartphones and computers daily, the use of the Internet has become an integral part of our lives and essential for our progress. There are so many things we can do on the Internet and use it for many different purposes.

1. Search information and web browsing:

We search for information every day, whether that be for a product, news story, or a video. To do that, we use search engines like Google Chrome, Mozilla, Safari or search for information on websites surfing on the web.

Basics of Internet

Search engines through their active search algorithms, provide us with valuable and useful data, information and knowledge at any time, instantly upon our request.

2. News:

People want to know what is happening around the world immediately. They want fast information and stay updated on a daily basis.

Most people prefer known, relevant and authoritative websites such as CNN, Huffington Post, BBC, New York Times, NBC and similar.

There are also news aggregators where there is top information even by topic like:

- Google News
- Alltop
- Panda
- Flipboard

Basics of Internet

3. Communication and collaboration:

The first significant and most popular use of the Internet is Email. Electronic mail is still the first thing that the vast majority of people check after they have logged on to the Internet.

Being a primary internet service for communication and collaboration, today, the email address also serves as a primary identification data for most account logins.

Other online communication platforms

- Whatsapp
- Skype
- WeChat

For professionals:

- Zoom
- Google Meet

Basics of Internet

4. Social networking:

Social networking helps in connecting the world in a more humane approach. This is a great way of staying connected with your loved ones and share snippets of your daily life with your friends, virtually.

Some of the most popular social media platforms are:

- Facebook
- Instagram
- Twitter
- Snapchat

For professionals:

- LinkedIn

Basics of Internet

5. Entertainment:

Today the Internet is the main source of entertainment. You can watch or listen to anything online by your choice and at any time you want.

Those things can be:

- Movies
- TV Shows
- Music
- Sports
- Audiobooks
- Podcasts

Entertainment platforms include:

- Netflix
- Prime Video
- YouTube
- Apple TV
- HBO

For music:

- Spotify
- YouTube Music
- Apple Music

Basics of Internet

6. Online Shopping:

With the internet, it is now possible to shop online and get things that you need delivered to your doorstep.

You can now order things like clothing, fashion accessories, machines, books, gadgets without visiting physical stores.

Some of the commonly accessed e-commerce platforms include:

- Amazon
- Flipkart

Basics of Internet

Online banking allows you to access your accounts and make various financial transactions on the Internet. For example, you can use online banking to pay bills or transfer money to other accounts.

You can bank online using either a computer or a mobile device such as a cell phone or tablet. Generally, online banking transactions cost less than using in-branch teller services or ATMs.

Online banking lets you check your transactions online as they are processed. You don't have to wait for a monthly statement.

In most cases, you'll need to do the following before you can use online banking services:

register for online banking with your financial institution

- enter your debit card number
- create a username and password
- read and accept the terms and conditions

Online Banking

Online banking with your computer (This only applies once you already have an online banking account)

To access your accounts using online banking from your computer you must:

1. go to your financial institution's website
2. enter the following information:
 - username
 - password
 - answers to security questions

Online banking from a computer allows you to:

- access your accounts
- make future-dated bill payments
- transfer funds between accounts
- open a new account
- schedule regular payments or transfers
- apply for loans

Online Banking

- **TD:** <https://www.td.com/ca/en/personal-banking/get-started>
- **RBC:** <https://www.rbcroyalbank.com/ways-to-bank/tutorials/general/enrol-in-online-banking.html>
- **CIBC:** <https://www.cibconline.cibc.com/ebm-resources/online-banking/client/index.html#/auth/register/card-info>
- **Bank of Montreal:** <https://usdemos.bmo.com/en/course/start/public-enrolling-in-digital-banking/emulator-enrolling-in-digital-banking/emulator>

Double Click on these links to open

Online Banking Links

Create a Google Account

With a Google Account, you can do things like:

- Send and receive email using Gmail
- Find your new favorite video on YouTube
- Download apps from Google Play

Step 1:

Choose a Google Account type

Your two options are:

- Myself: for personal use
- Business: for businesses

How to Create an Email Account (Gmail)

When you create a Google Account, it will ask for some personal info.

To Remember: You don't need a Gmail account to create a Google Account. You can use your non-Gmail email address to create one instead.

1. Go to the Google Account sign in page.
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
 - Tip: When you enter your password on mobile, the first letter isn't case sensitive.
6. Click Next.
 - Optional: Add and verify a phone number for your account.
7. Click Next.

How to Create an Email Account (Gmail)

Use an existing email address

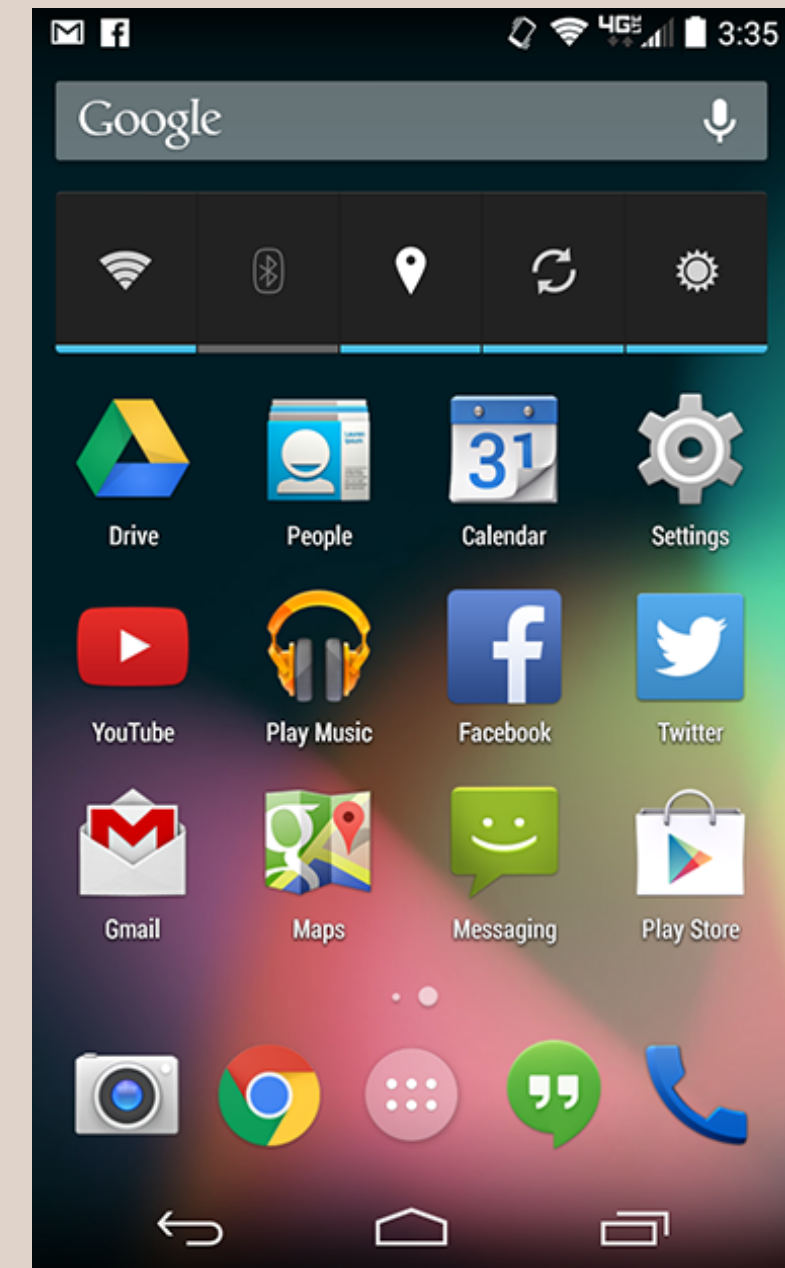
1. Go to the Google Account Sign In page.
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

How to Create an Email Account (Gmail)

Part 2 : Basics of a Mobile Phone

Getting to know your device:

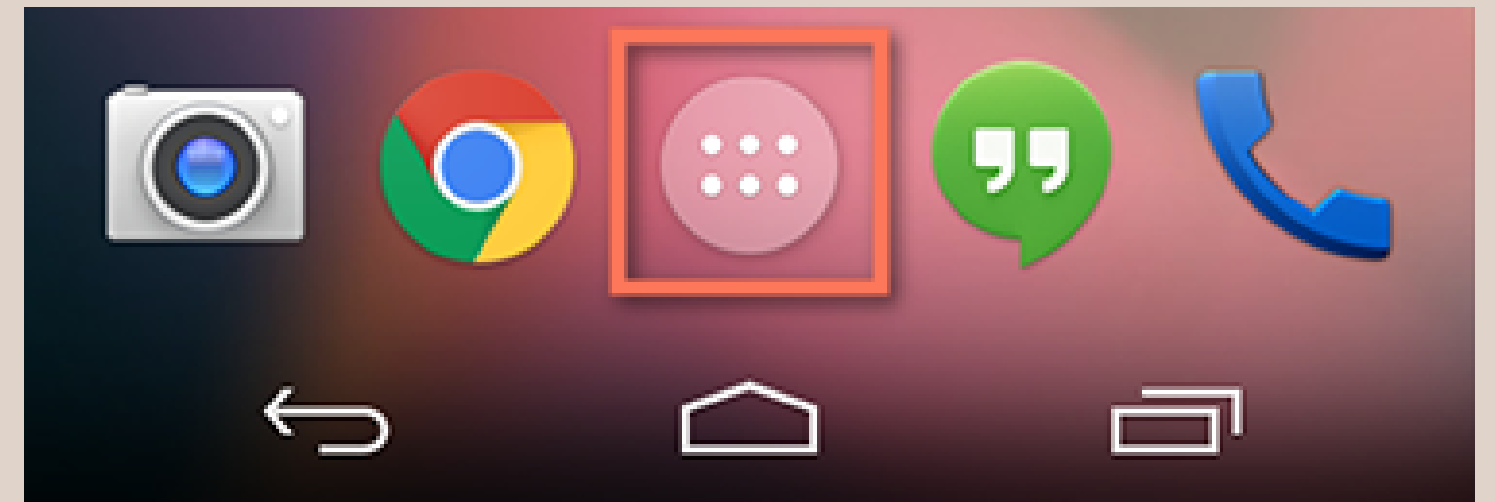
Once your device is set up, you will see some icons, buttons, and other miscellaneous features. This is called the Home screen—and it's where you'll store all your favorite apps.



Android Phone Basics

Basic Built-in Apps:

- **Phone** for making phone calls
- **Messaging** for text messaging
- **Email** for managing your email, or Gmail if you have a Gmail account
- **People** for your contacts list (may also be called Contacts)
- **Chrome** for browsing the Web (may also be called Internet or Browser)
- **Camera** for taking photos and videos
- **Play Store** for downloading apps
- **Settings** for adjusting your settings



Android Phone Basics

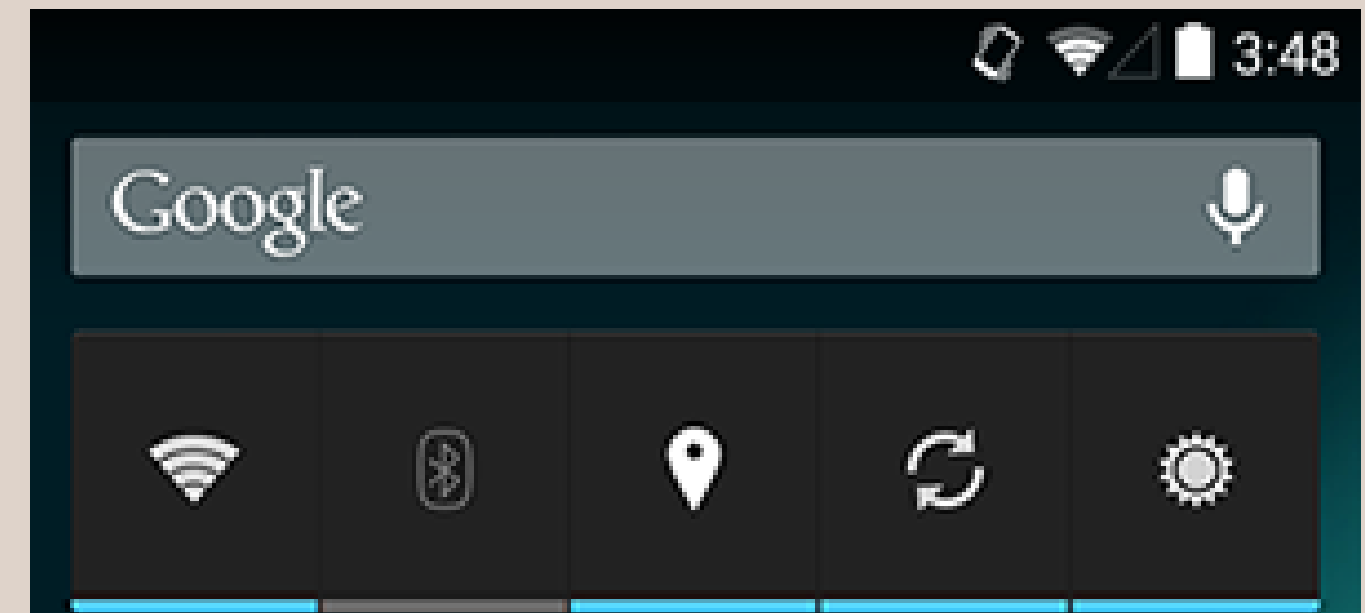
Basic Gestures

- **Tap** to "click", select, or open something on your device, like a button or an app
- **Tap and hold** to occasionally access other options (think of this as "right-clicking")
- **Drag** to scroll up and down, left and right, or any other direction on the screen
- **Swipe left or right** to "flip through" things, like pages on the Home screen, photos, or pages in an e-book
- **Double-tap** to zoom in or out in certain apps, like Maps or Chrome
- **Pinch** (i.e., open or close your thumb and forefinger) to zoom in or out almost anywhere

Android Phone Basics

To connect to Wi-Fi:

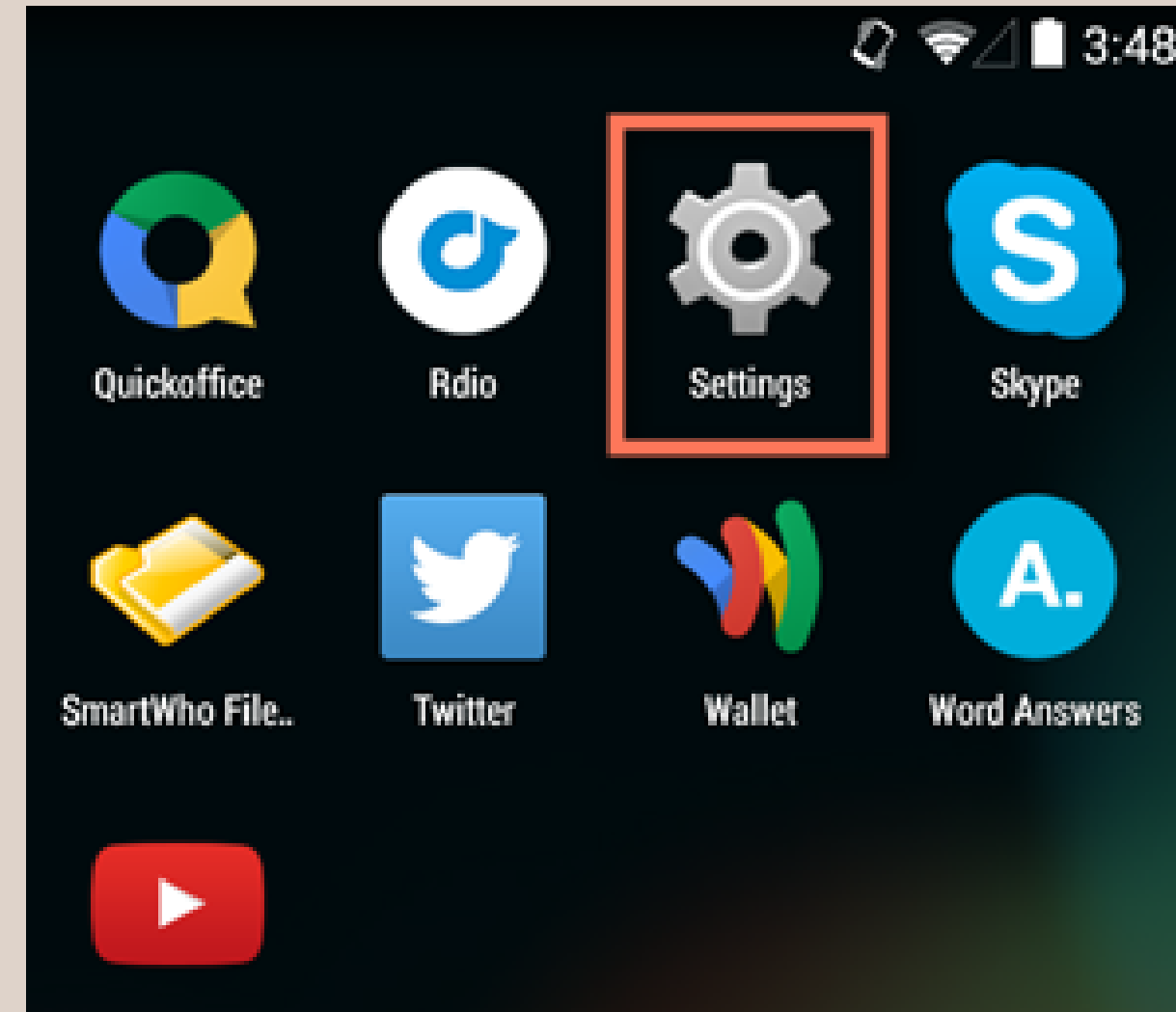
- Make sure you are on the **Home screen**, then open the **Apps** view. *Your icon may look different for different phones but it's usually found in the Favorites tray near the bottom of the screen.*



Android Phone Basics

To connect to Wi-Fi:

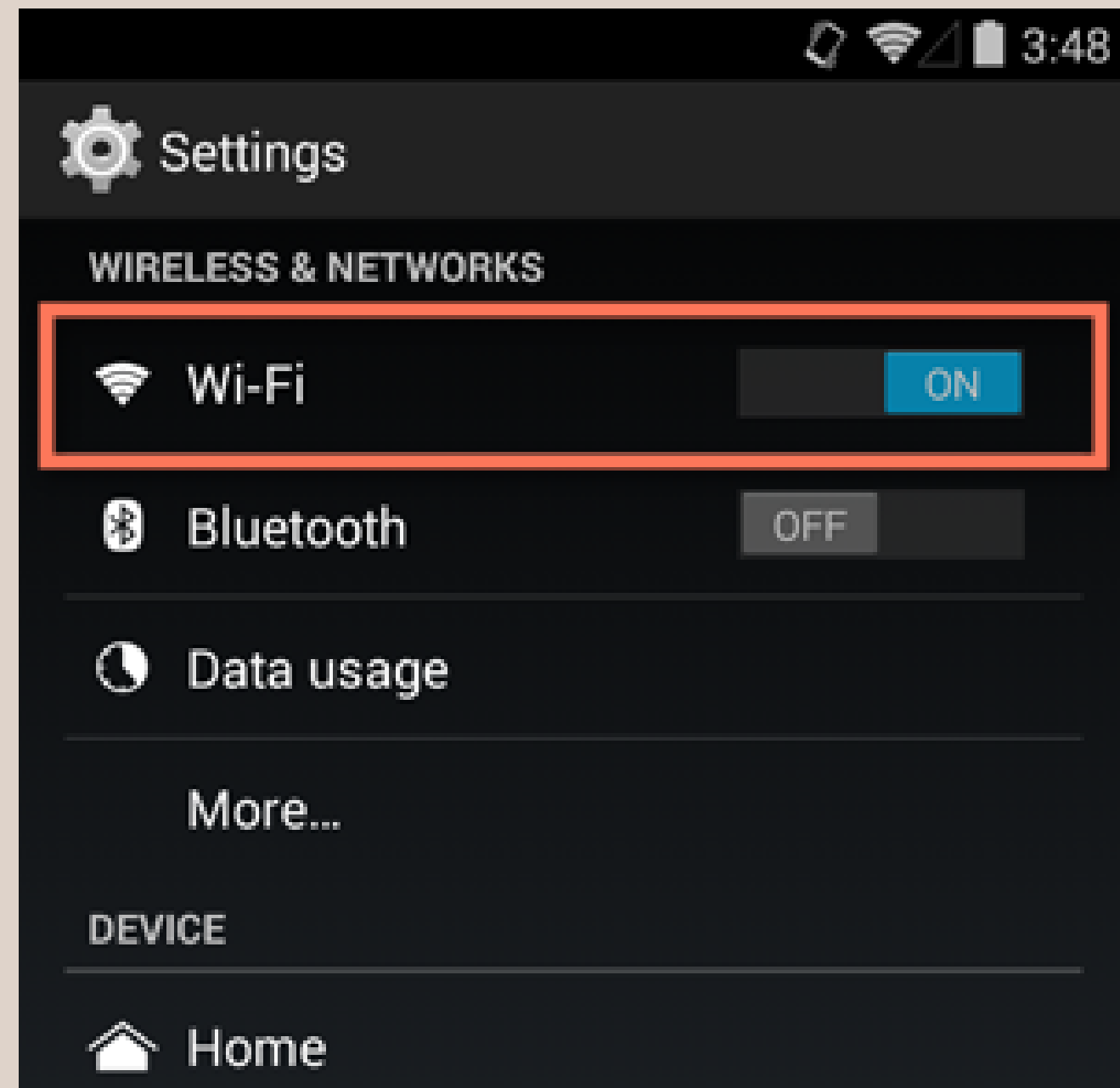
- Tap the **Settings** icon. You may need to swipe through a few screens to find it.



Android Phone Basics

To connect to Wi-Fi:

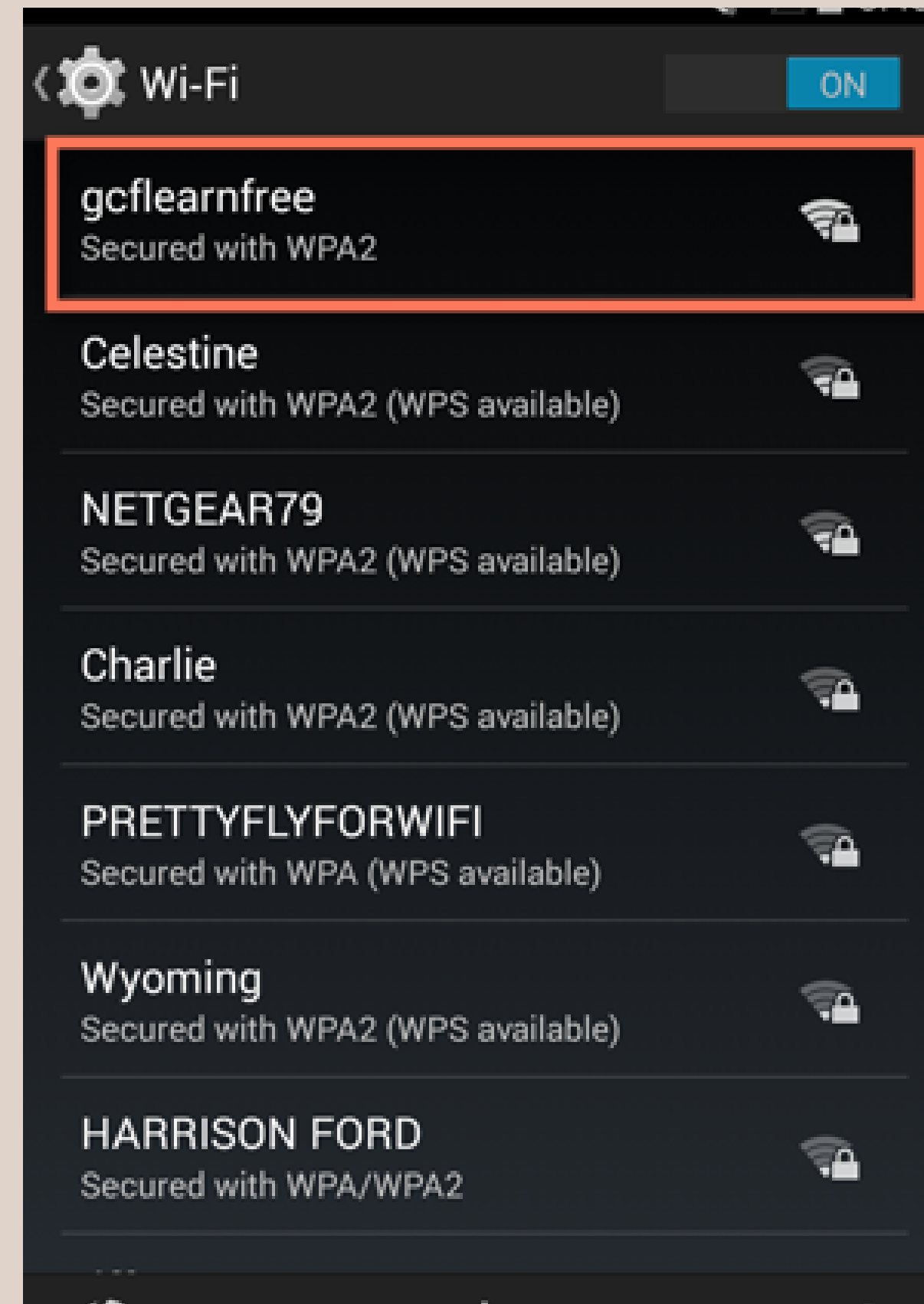
- Scroll through the list of settings until you find the **Wi-Fi** feature. If it isn't already set to **ON**, tap the control on the right.
- When you're done, tap the word **Wi-Fi**. This will open a list of nearby networks.



Android Phone Basics

To connect to Wi-Fi:

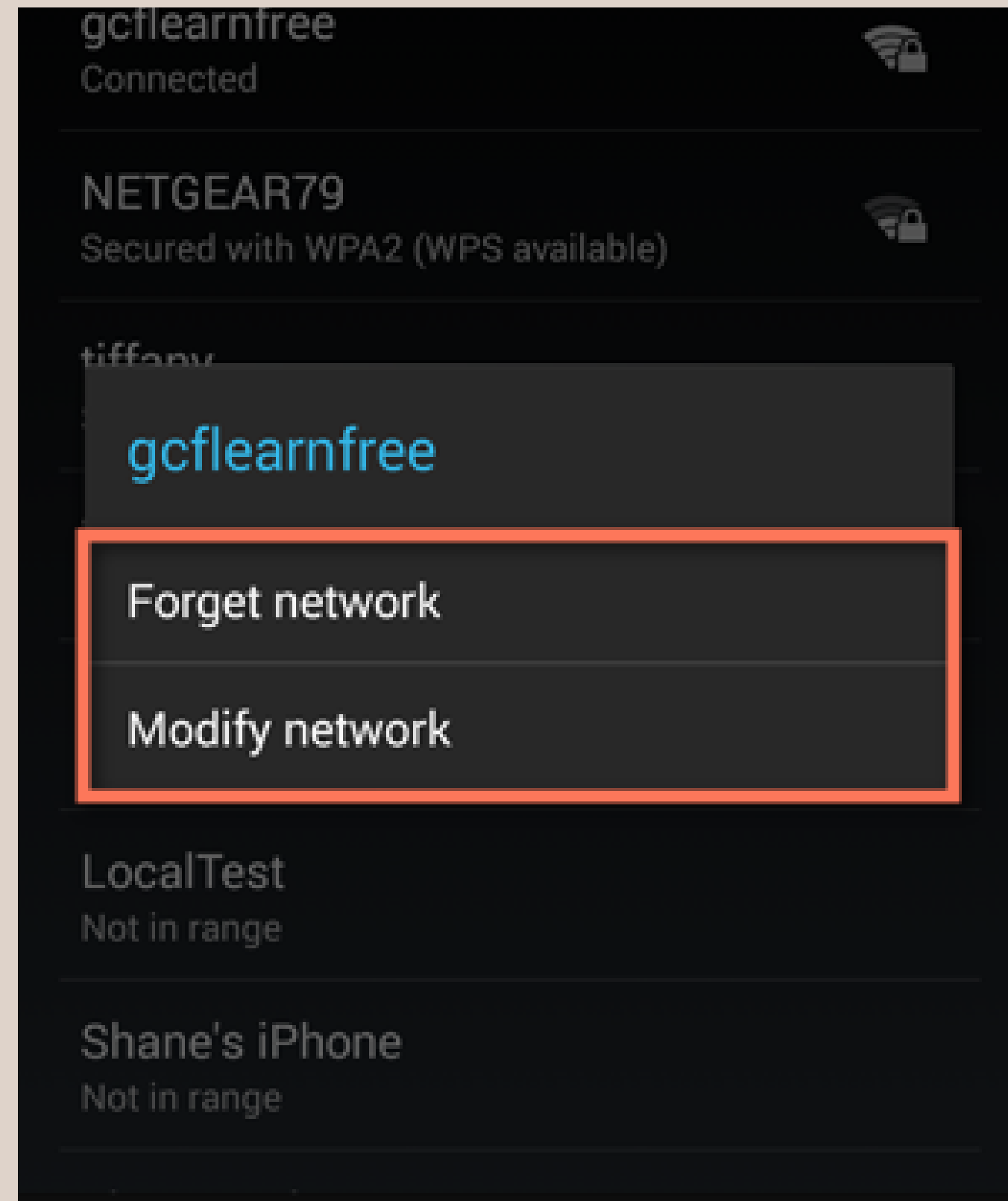
To join a network, just tap the one you want. If the network is secured, you'll need to enter a **password** to connect to it.



Android Phone Basics

To connect to Wi-Fi:

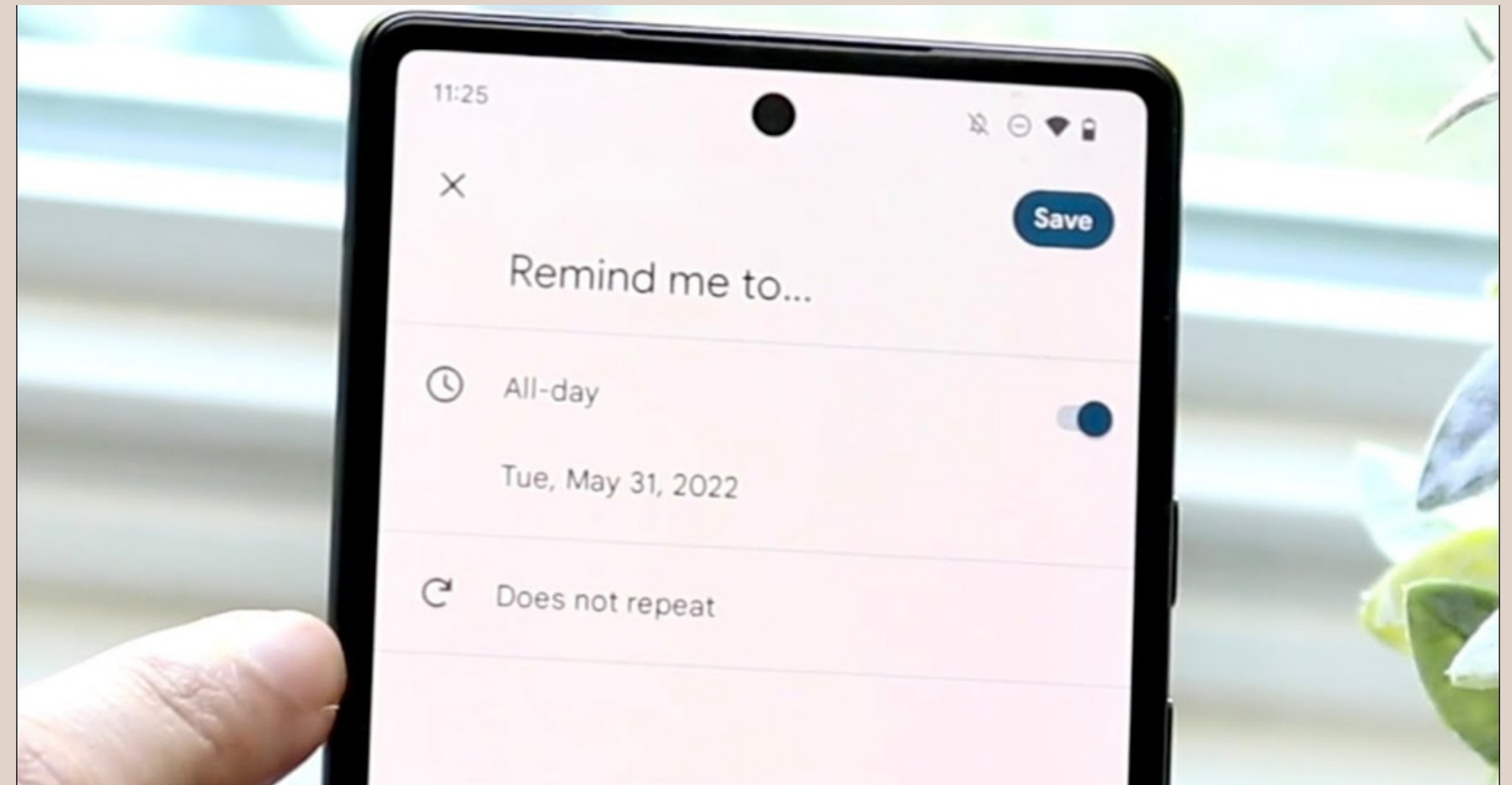
When you're done, your device will remember the details of the network (including the password if applicable), so you can connect to it automatically in the future. If you ever want to change these settings, tap and hold the network name, then choose **Forget** or **Modify**.



Android Phone Basics

How to Set a Reminder:

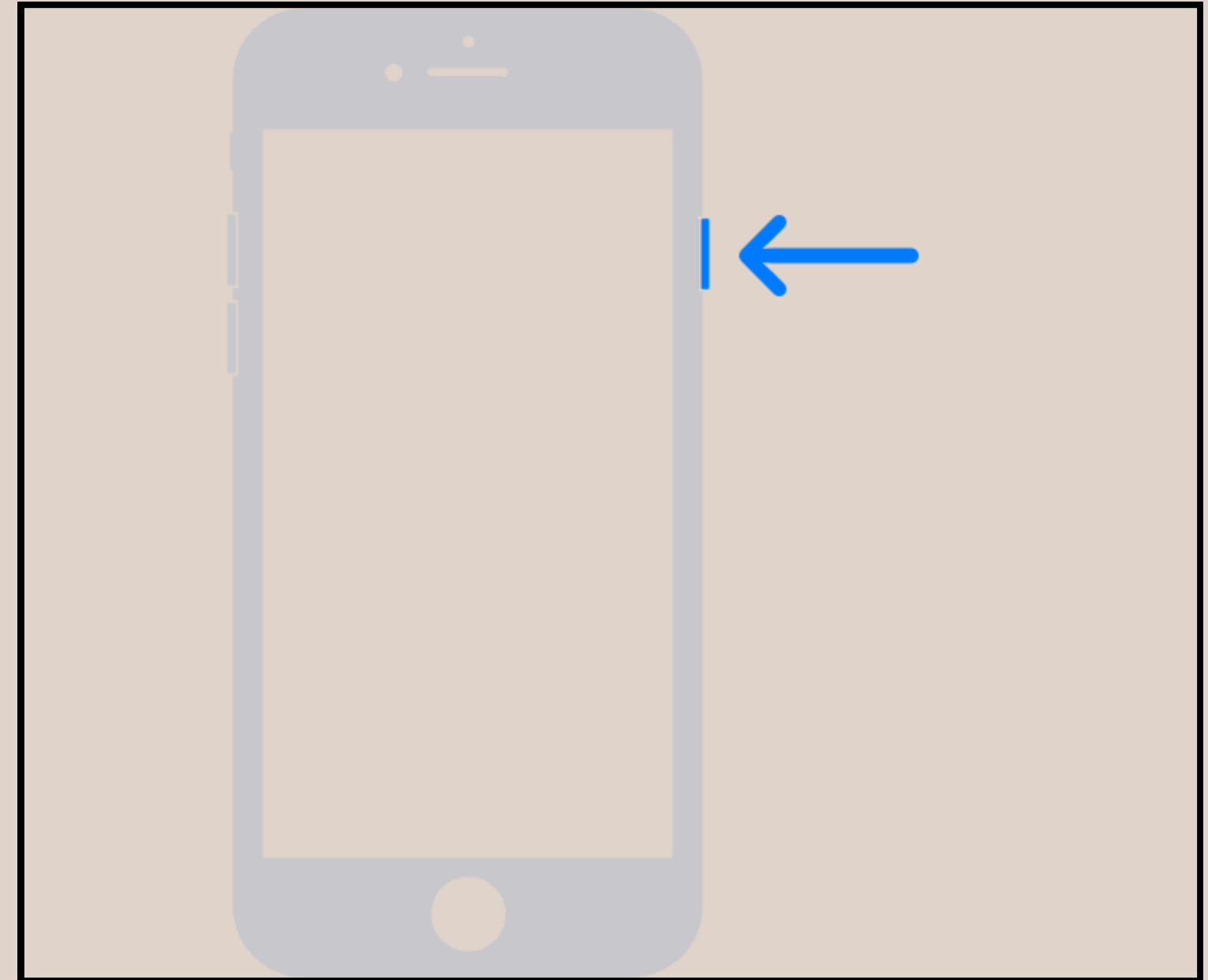
1. Select a date on the calendar and click it.
2. Click the **Plus (+)** button in the bottom right corner of the screen.
3. Choose **Reminder** from the pop-up list.
4. Specify the details for the reminder, including its name, time, and repeating status, and then select **Save**.



Android Phone Basics

Turning it Off and On:

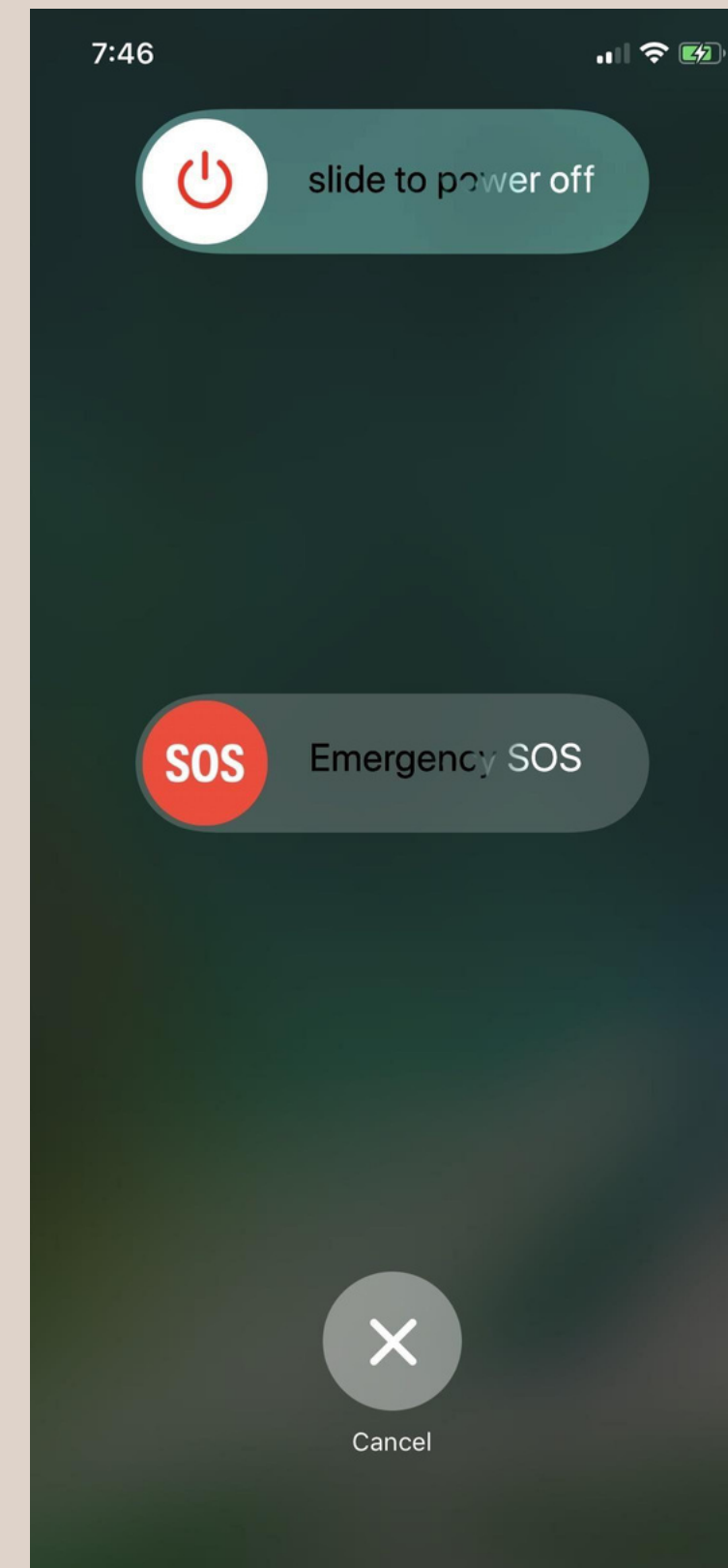
1. **Press and hold the Sleep/Wake button until you see a slider.** This button is on the side or top of your iPhone.



iPhone Basics

Turning it Off and On:

2. Drag the slider to turn it off. You'll usually drag the slider to the right to turn off your iPhone.



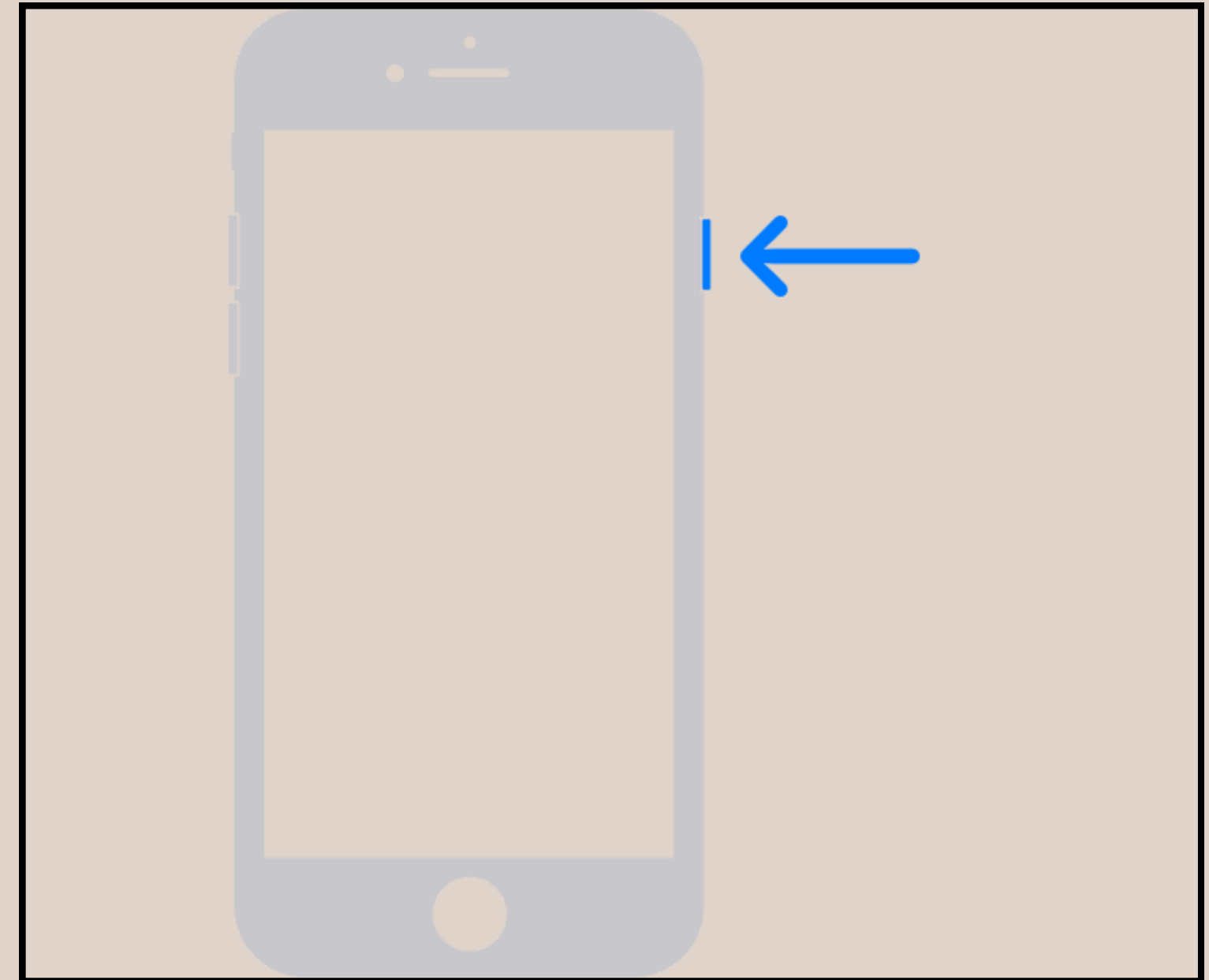
iPhone Basics

Turning it Off and On:

3. Press and hold the Sleep/Wake button to restart it.

Press and hold the Side button or the button at the top of your iPhone until you see the Apple logo.

- It may take a few minutes for your phone to start up.



iPhone Basics

In-Built Apps:

- **Settings** - This is a grey app with gears on it. If you want to change anything from your ringtone, to your wireless network settings, you'll find the options to do so in this app.
- **Phone** - It's a green app with a white phone icon. You can make calls manually (by dialing) or by tapping a contact's name and then tapping the phone icon below their name at the top of the screen. You can also access your voicemail using the Phone app.
- **Contacts** - This app has a grey silhouette of a person's head on it. Tapping it will bring up a list of your contacts--the store from which you bought your iPhone should have synchronized your last phone's contacts with your iPhone, but if they didn't, you may want to import your old contacts to your iPhone. You can add these contacts to your Favourites so they can contact you even if your phone is on Do Not Disturb Mode.

iPhone Basics

- **FaceTime** - A green app with a white video camera icon on it. You can make face-to-face calls with your contacts using FaceTime.
- **Messages** - A green app with a white speech bubble. This is where you'll send and receive text messages.
- **Mail** - The blue app with a white envelope icon on it. You can check your Apple ID email here (it will be called your iCloud account), or you can add an email account to this app.
- **Calendar** - This app will display an up-to-date calendar. You can also set events for specific dates and times by tapping the pertinent date and filling in the information fields.
- **Camera** - A grey app with a camera icon on it. You can take photos, videos, and different types of visual media (e.g., slow-motion videos) with the Camera app.
- **Photos** - This multicolored pinwheel app is where all of your iPhone's photos are stored. Any time you take a picture, the photo will appear here. Share photos via AirDrop or iCloud to all your friends and family.

iPhone Basics

- **Safari** - Safari is a blue app with a compass icon on it. You'll use Safari to browse the web.
- **Clock** - The clock-shaped app. You can change or manage your iPhone's saved time zones, set alarms, set a timer, or use a stopwatch with this app.
- **Notes** - The yellow and white notepad-shaped icon on the Home Screen. This app is useful for writing down quick notes or making a list, though the Reminders app is also a good choice for lists.
- **Maps** - The Maps app allows you to plan trips and will give you step-by-step directions like a GPS if you enter a starting point and a destination.
- **Wallet** - You can add credit or debit cards and gift cards to your iPhone's Wallet. Doing so will allow you to use your iPhone to pay for online items as well as at supported retail stores.
- **App Store** - This blue app with a white "A" on it is where you'll download new apps.

iPhone Basics

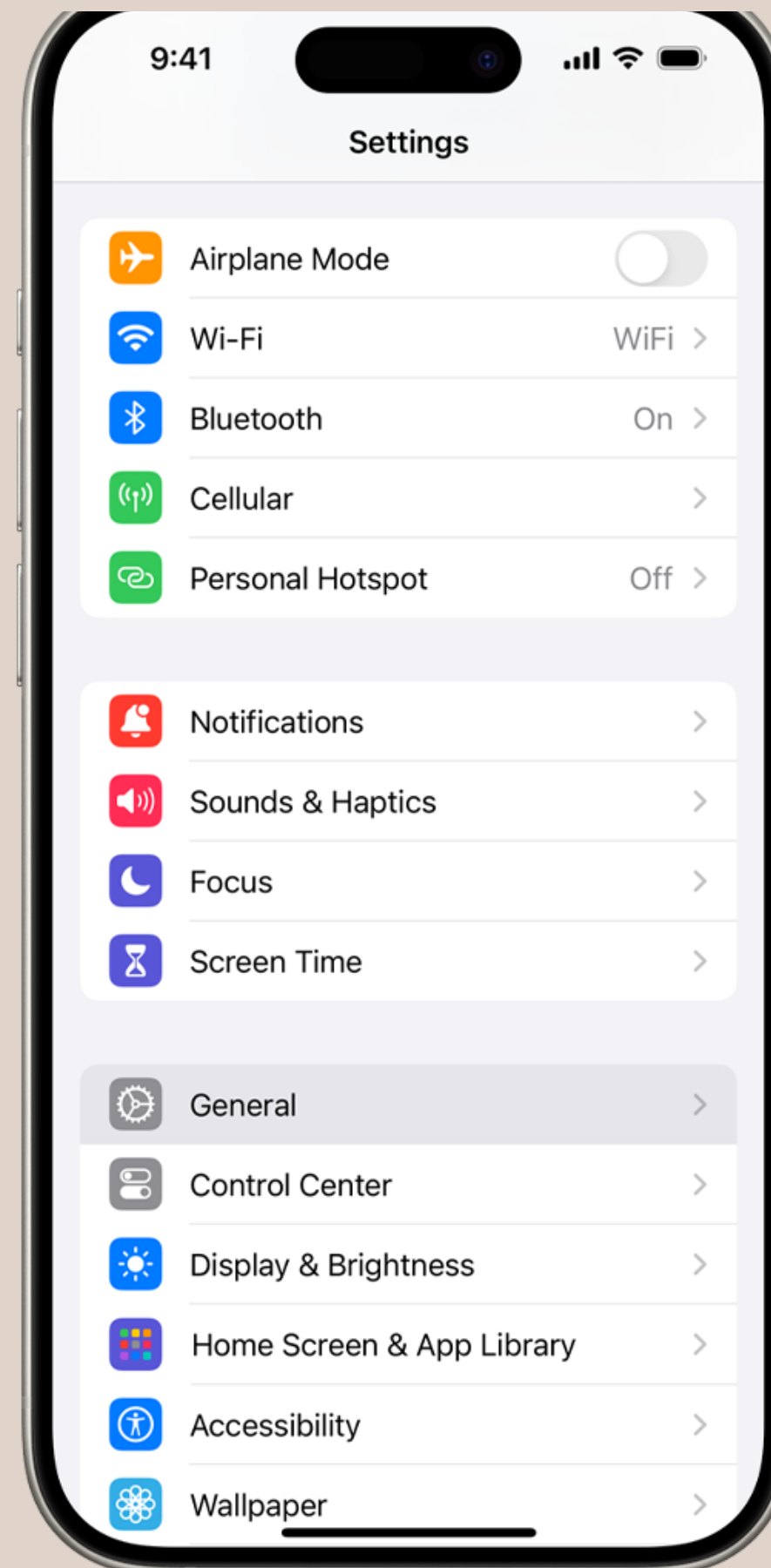
- **Music** - A white app with a musical note on it. This app is where you'll find your iPhone's music library.
- **Tips** - This yellow app with a light bulb will provide you with insights that can help you get the most out of your time with your iPhone.

iPhone Basics

Iphone Home Screen



iPhone Basics



Iphone Settings

to put phone on Do not disturb mode

to turn connect to WiFi/ internet

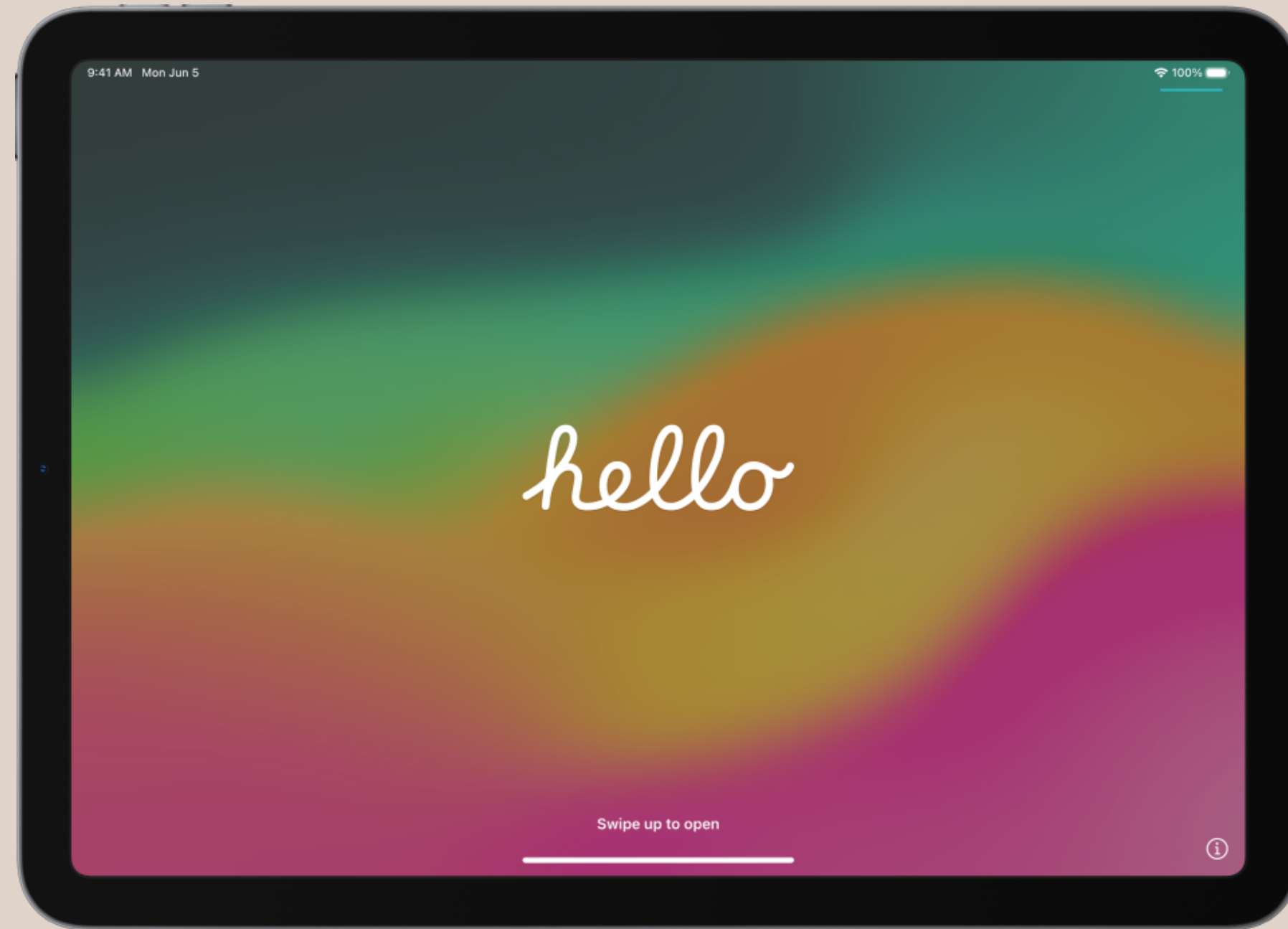
to connect to devices such as airpods or speakers

information related to your network service provider :Bell, Rogers etc

to share your mobile data and give internet

IPhone Basics

Part 3 : Basics of an iPad

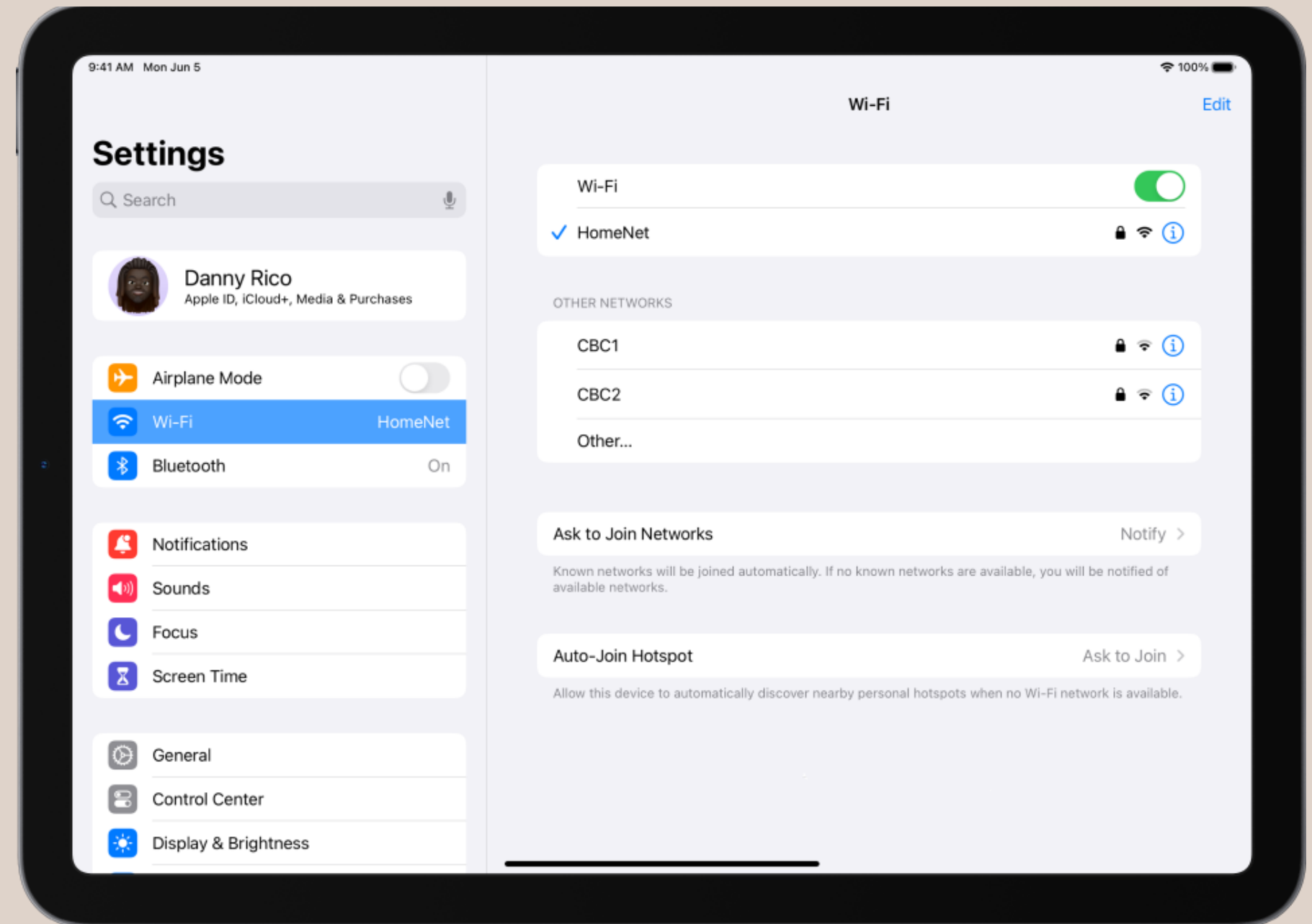


Ipap Basics

Connect to Wi-Fi and set up cellular service

To connect your iPad to your home Wi-Fi network, go to Settings > Wi-Fi, turn on Wi-Fi, then choose your network. iPad automatically connects to the internet whenever you're home.

If you have a Wi-Fi + Cellular model, you can activate cellular service on your iPad using an eSIM (go to Settings > Cellular Data). Or, install a nano-SIM provided by your carrier.

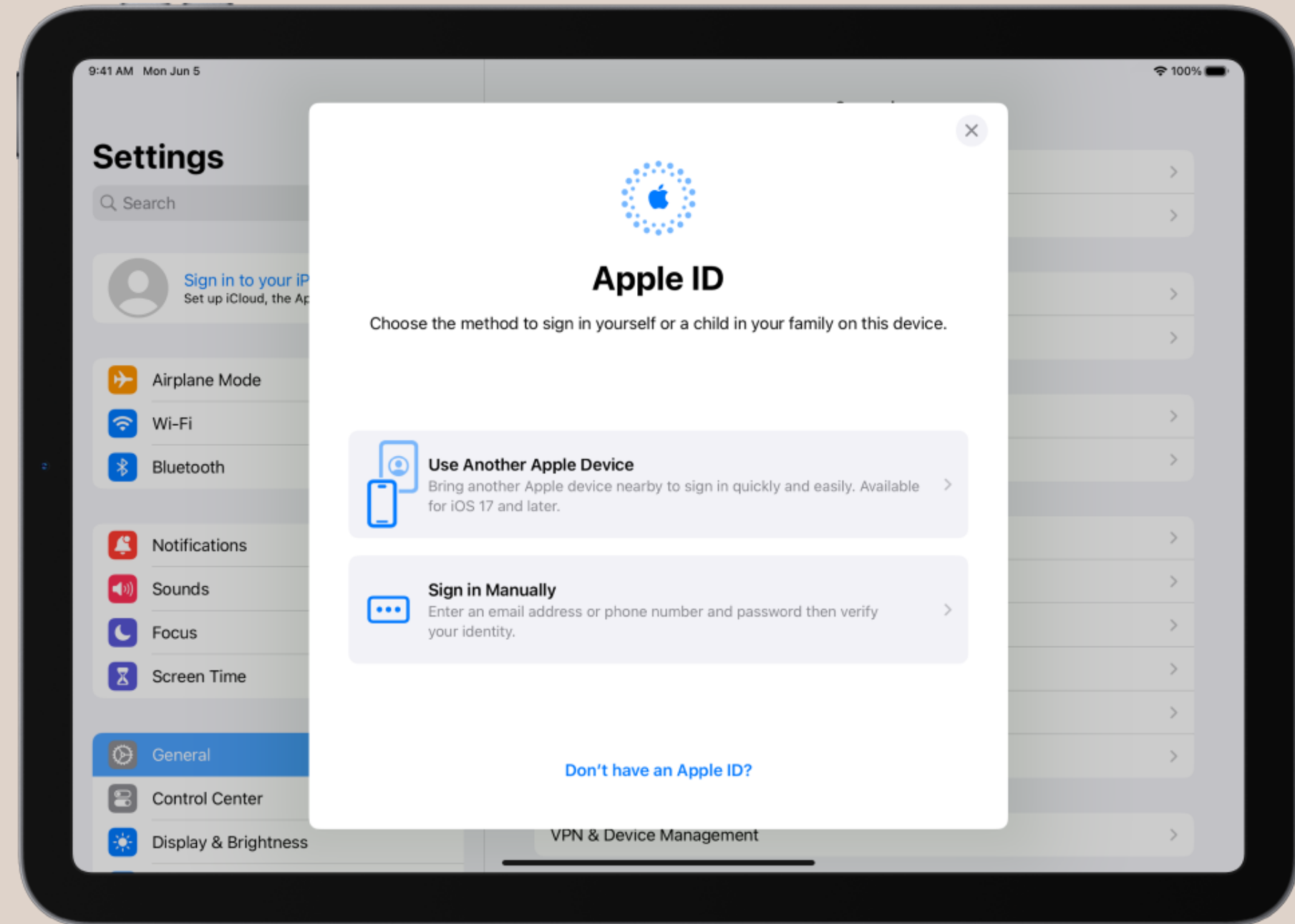


Ipap Basics

Sign in with your Apple ID:

Your Apple ID is the account you use to access Apple services such as Apple Music, FaceTime, iCloud, and iMessage. If you don't have an Apple ID, you can create one.

To sign in with your Apple ID, go to Settings > Sign in to your iPad. If you have an iPhone (with iOS 17 or later) or another iPad (with iPadOS 17 or later), you can simply bring your iPad near your other device. Otherwise, you can manually sign in. To verify that you're signed in, go to Settings > [your name]; your Apple ID appears below your name.



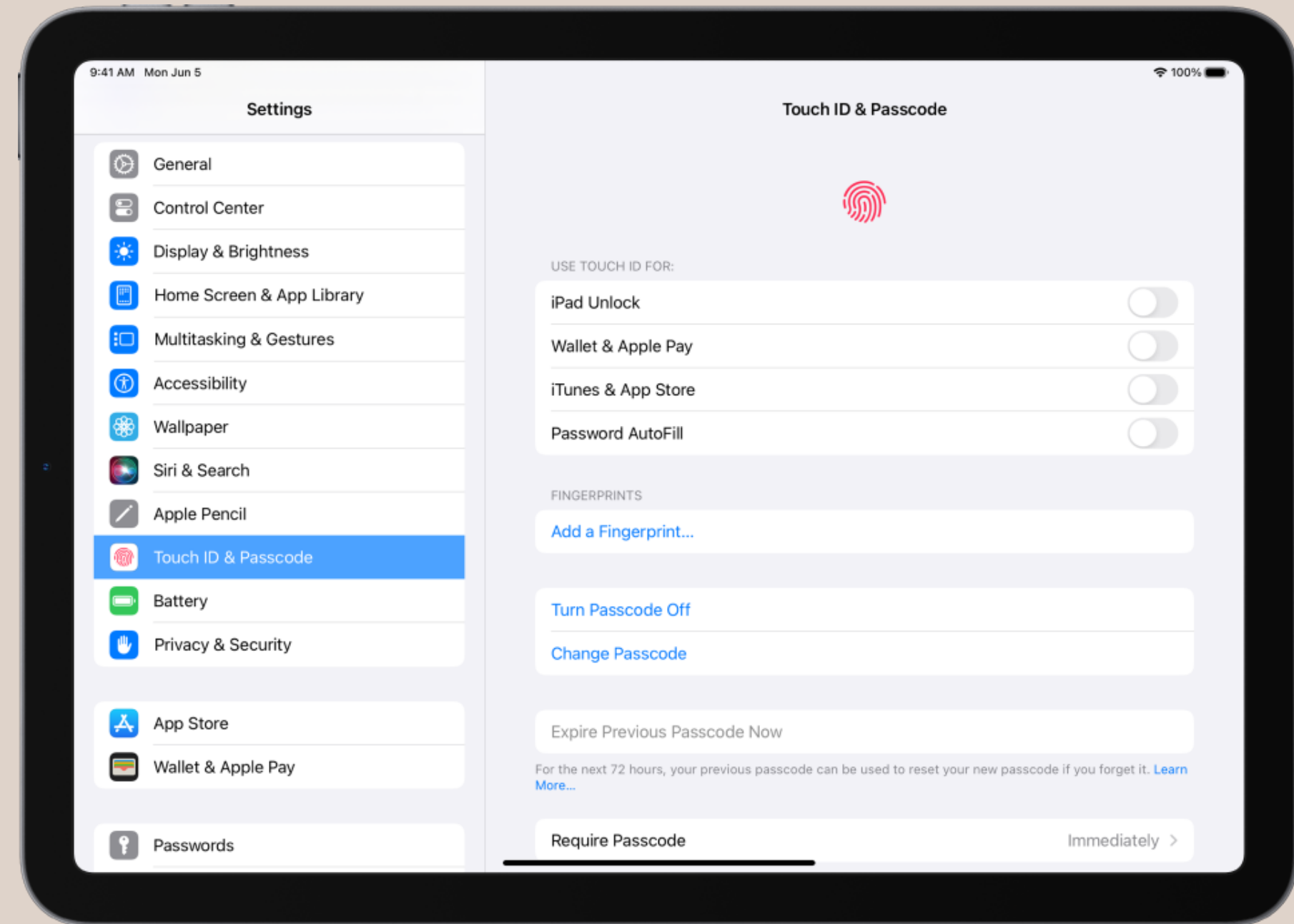
Ipap Basics

Set up Face ID or Touch ID:

You can use Face ID (face recognition) or Touch ID (your fingerprint), to securely unlock your iPad, sign in to many apps, and make purchases. For your security, Face ID and Touch ID data doesn't leave your device and isn't saved anywhere else.

Depending on your iPad model, do one of the following:

- Set up Face ID: Go to Settings > Face ID & Passcode, tap Set up Face ID, then follow the onscreen instructions.
- Set up Touch ID: Go to Settings > Touch ID & Passcode, tap Add a Fingerprint, then follow the onscreen instructions.



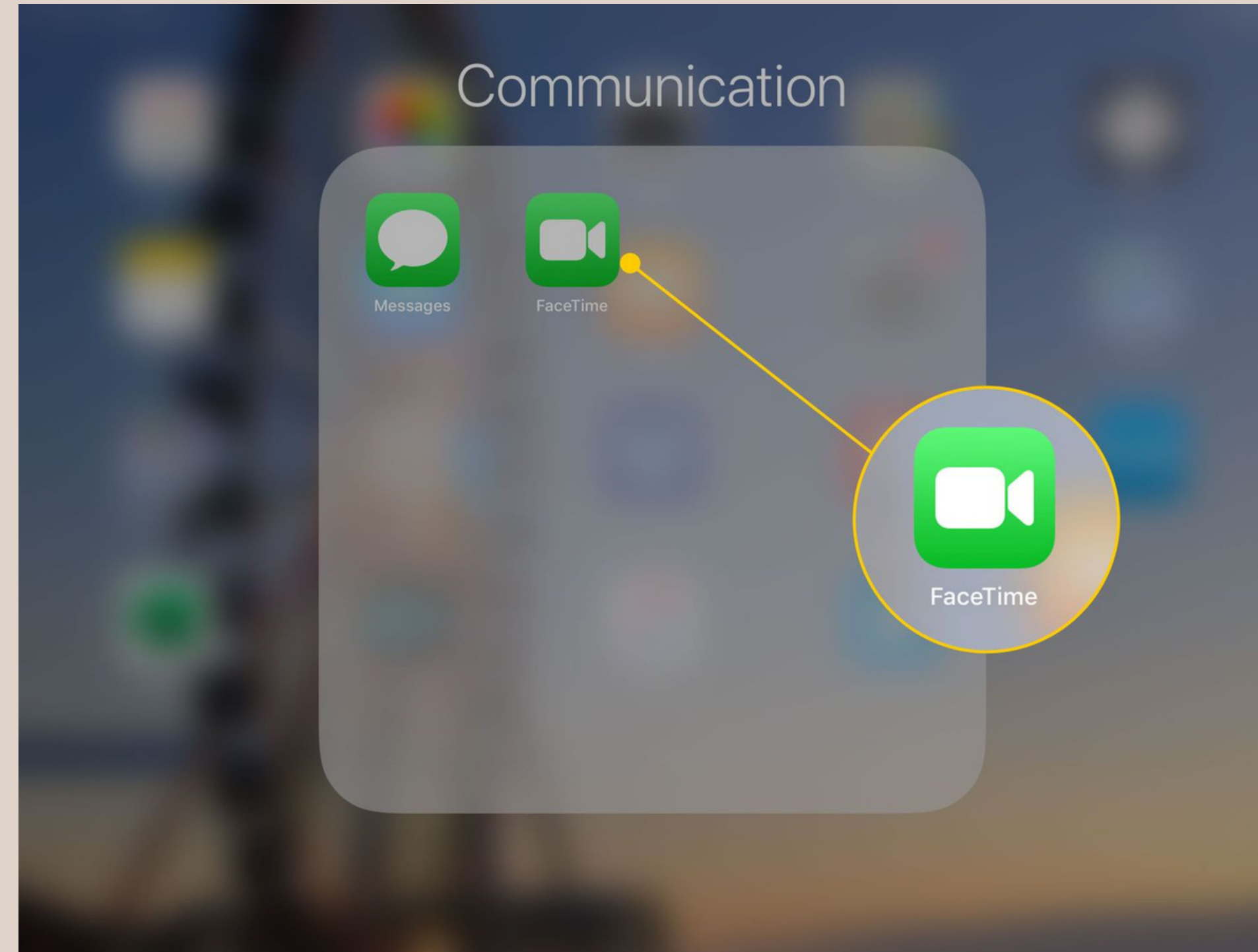
Ipap Basics

Make a video call:

Use FaceTime to make video calls with your friends and family.

In the FaceTime app , tap New FaceTime near the top of the screen, type the name of the person you want to call, then tap the video call icon.

You can add more people to a FaceTime call—friends and family can join in at any time. Tap the screen to show the controls, tap at the top of the controls, then tap Add People.



Ipap Basics

Another Project for Seniors Completed By: Shubh Helping Hands



This Project was made possible with the Funding from The Government of Ontario



Thanks to the "City Of Mississauga" for Providing Space to conduct the Classes