Training Fiche

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| **Title** | **Using the internet and managing information** |
| **Keywords (meta tag)** | **Internet, Digital Skills, Apps, Web Resources** |
| **Provided by** | **LWL** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* |  | | *Communication & collaboration* |  | | *Digital content creation*  *Safety*  *Problem solving* | *X* | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| 3b At the end of this Unit you will be able to:   * Set up accounts on Skype, Twitter and Facebook * Use your accounts in your daily lives | |
| **Description** | |
| In this module you will learn how to use apps that will assist you in your daily life.  You will learn how to set up accounts on Skype, Twitter and Facebook as the main social media apps that are in use today. | |
| **Contents arranged in 5 levels** | |
| 1. **Module name : Apps for Connecting With People: Using Skype, Twitter and Facebook**     1. **Unit name: Applications**       1. **Section Name: What are apps?**       2. **Section Name: How to download an app**    2. **Unit Name: Skype**       1. **Section Name: What is Skype?**       2. **Section Name: How do I Access Skype?**       3. **Section Name: Using Skype**       4. **Section Name: Exercise: Skype in Action**    3. **Unit name: Twitter**        1. **Section Name: What is Twitter?**       2. **Section Name: How do I access Twitter?**       3. **Section Name: Creating Twitter account (desktop)**       4. **Section Name: Creating Twitter account (mobile)**       5. **Section Name: How to use Twitter**       6. **Section Name: The language of Twitter**       7. **Section Name: Famous Tweets**       8. **Section Name: Other Benefits**       9. **Section Name: Twitter Exercise**    4. **Unit Name: Facebook**       1. **Section Name: What is Facebook?**       2. **Section Name: How do I access Facebook?**       3. **Section Name: Setting up a Facebook account**       4. **Section Name: Using Facebook**       5. **Section Name: Using Facebook Messenger**       6. **Section Name: Facebook Privacy** | |
| **Contents in bullet points** | |
| 1. **Applications**  * **Apps** * **Downloading apps** * **Skype** * **Twitter** * **Facebook** | |
| **5 glossary entries** | |
| **App:** An ‘app’ is an application which is software that can be used on your web browser or on your smartphone or tablet.  **Skype:** An app that allows you to make video and phone calls between smartphones, tablets and computers.  **Facebook:**  A social networking website and app  **Twitter:**  A social networking website and app | |
| **Bibliography and Further References** | |
| <https://www.youtube.com/watch?v=NRcb3uB3Jac>  <https://www.techlicious.com/tip/complete-guide-to-facebook-privacy-settings/> | |
| **Related Material** |  |
| **Related PPT** | DELSA XXXXX.ppt |
| **Reference Link** |  |
| **Demo video** |  |