Study Unit 2

Digital Literacy: Offline Tools and Skills Needed

Digital Literacy: Offline Tools and Skills Needed Outline

- Digital Literacy
- Offline Digital Tools
- Creating Digital Contents
- MS Word
- MS Excel
- MS PowerPoint
- Multimedia Creation
- Videos and Animations
- Skits and Vlogs
- Computer Shortcuts

Study Unit Duration

This Study Session requires a 4 hours of formal study time.

You may spend an additional 2-3 hours for revision

Preamble

Globally, increased usage and access to the Internet coupled with affordability of digital devices has led to rapid development of digital economy. However, there are major shortcomings to the usage efficiency due to the inadequacies of digital skills in most especially in developing countries. With new and emerging technologies such as Data Science and Artificial Intelligence taking over mundane jobs, acquiring digital skills has become imperative.

In this Study Unit, you will be availed the meaning of digital literacy as well as the importance of being digitally literate. You will then be exposed to the digital skills every digitally literate person must-have, beginning with the offline tools that you should be proficient in using such as the MS Office Packages - MS Word, MS Excel, MS PowerPoint etc. You will also be introduced to how to create multimedia and the tools that can be used in making short videos, animations and skits.

Learning Outcomes of Study Unit 2

Upon completion of this study unit, you are expected to be able to:

2.1 Describe Digital Literacy and the skills needed.

2.2 Create Digital Contents using MS Office and other Apps

2.3 Create Multimedia using Simple Tools and Apps

2.4 Use Computer Shortcuts to navigate and perform tasks

2.1 Digital Literacy

The word "literacy" alone generally refers to reading and writing skills, but when you add the word "digital" to it, then the term meaning changes to encompasses much, much more.

According to The American Library Association (ALA), digital literacy refers to "the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills."

Students and even workers today can be asked to create, edit, collaborate, and share digital content and to do so responsibly. For these reasons, any literate person should understand the importance of digital literacy skills and the digital tools available at his or her disposal.

Reading online is not "digital literacy"

Digital literacy refers to a particular set of competencies that allow you as an individual in the digital world to function and participate fully. It is equally important to note that, just because you read does not make you to be digitally literate, you need to be able to use both cognitive and technical skills to find, create, evaluate and communicate information Thus, simply being able read online or subscribe to an eBook service does not make you digitally literate.

Considering the definition of digital literacy by ALA, even digital natives that is familiar with sending texts or posting to social media are not considered "digitally literate" by any means. Digital literacy in education encompasses so much more. For example, students must have specific skills when reading online text that may contain embedded resources such as hyperlinks, audio clips, graphs, or charts that require students to make choices.

A professor of literacy and technology, Hiller Spires, summarized digital literacy to having these three features:

      I.   finding and consuming digital content;

      II.   creating digital content; and

      III.   communicating or sharing it.

In addition to these, digital literacy also includes the ability to edit and manipulate digital contents and to be able to interconvert from one format to the other as deemed appropriate.

In education, digital literacy extends to all aspects of teaching and learning, and the usage extends into citizenship, pastoral care and e-safety.

Using digital technology and new media includes:	Within these defined areas here are just a few examples:
Creativity	• Artistic, photographic and film making skills, music production, animation – turning hobbies and interests into useful and career enhancing job skills.
Critical Thinking and Evaluation skills	• Research, judging the validity of search results and websites.
Integrating learning into technology culture and taking advantage of popular trends	• Webinars, social media, video revision guides, school charity, 'viral' videos.
Collaborative learning and web 2.0	• Displaying work online, e-learning, extranets, edmodo.
Technology to facilitate research	• Raspberry pi programming, digital weather stations.
Communicating effectively and safely	• Social media case law, word-processing, layout, print, risk assessment, digital AV use.
E-Safety	• Cyber bullying, child protection.
Functional skills	• ICT qualifications and skills for careers, ability to use ICT in job interviews and in the workplace.

2.1.1   Digital Skills

Digital skills can be defined as a range of abilities one possess to be able to use digital devices, communication applications, and networks to access and manage information. They enable people to create and share digital content, communicate and collaborate, and solve problems for effective and creative self-fulfillment in life, learning, work, and social activities at large.

The levels of proficiency of digital skills of individuals varies. For example, entry-level digital skills are just basic functional skills in which such individual can make basic use of digital devices and online applications. At the advanced stage of digital skills are the higher-level abilities of making use of digital technologies to empower and transform e.g. professionals in ICT. Every few

years, there is change skills requirement as new feature or technologies emerge in major digital transformations technologies such as AI, big data analytics, ML and DL amongst others and these in turn, impact skills requirement leading to the need for capacity building and reskilling of present and upcoming workforce. Thus, to thrive in a digitally connected economy and society, your digital skills is no longer enough. You need to possess with strong literacy and numeracy skills, critical and innovative thinking skills, socio-emotional skills, complex problem solving skills and ability to collaborate, and work with others.

2.1.2   Offline Digital Tools for Everyday Tasks

As highlighted in digital literacy, the first step towards digital literacy is the ability to find and consume digital contents. With the internet, users can find digital contents online and consume for knowledge and skills development. However, it is not enough to just consume, you also need to be able to create digital contents using digital tools.

Digital tools are online resources, be it programs, websites or any kind of tool that can makes computing tasks easier to complete, while majority of these tools can be accessed via web browsers without needing for them to installed on your local devices, some are also available offline for offline use, which the resulting outputs can later be moved online or even shared offline among peers and team mates.

Some of the popular offline digital contents making tools are:

- Microsoft Office Suite
  - MS Word
  - MS Excel
  - MS PowerPoint
  - MS Publisher
  - MS Outlook
  - MS Access
  - MS OneNote
  - MS Visio   etc.
- Office 365
- Adobe Office Suite
- Adobe Creative and Design Tools
  - Photoshop
  - Lightroom
  - Illustrator
  - Premiere Pro

- o InDesign   o Animate
- o After Effects   o Adobe Stocks
- Corel WordPerfect Office
  - o CorelDraw   o Presentations
  - o WordPerfect   o Paradox
  - o Quattro Pro   o CorelCentral
- Multimedia Making Tools
  - o Snipping Tools
  - o Paint
  - o Camtasia and other recording software
  - o SmartArt in MS Word
- Notepad
- WordPad
- IBM Lotus Word Pro   And so many more

Of all these tools, we will be examining MS Word, MS Excel, MS PowerPoint, Notepad and WordPad Only. Feel free to explore others at your convenience.

2.1.3 Creating Digital Contents

Learners must strive to gain digital literacy skills by becoming responsible content creators in addition to being content consumers. You must go beyond just finding and consuming digital content to creating it. This includes creating readable contents in digital formats and being able to create other forms of media such as videos, tweets, animations, podcasts, blogs, etc.

Communication is a very important aspect of digital literacy. When you are engaged in virtual environments, you should be able to communicate and express your ideas clearly, ask relevant questions, maintain respect, and build trust. Don't forget that communication virtually is just as important as when communicating physically.

For the creation of digital contents, in this study unit, we will start by looking at the offline tools that can be used for:

- Creating and Editing Text Documents
- Creating and Editing Multimedia (Videos and Animations) etc.

2.2 Word Processing and Text Editing Tools

Word processing software are the software used to create and edit a text document, such as a resume or a report. You typically enter text into the device by typing via keyboard or via speech to text application (if allowed) and then the word processing software avails you the tools for needed for the editing, copying, deleting, and various types of formatting.

Some of the functions of word processing software include:

- Creating, editing, saving, and printing documents.
- Copying, pasting, moving, and deleting text within a document.
- Formatting text, such as font type, bolding, underlining, or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Word processing software has unique features that makes it easier for users to perform repetitive tasks. For example, assuming you want to send a letter to your clients informing them of a new policy, while the content of the letter will be the same for all clients, however, the name and address of each client differs. Thus, a mail merge function can be used and this allows you to produce all the letters at the same time using a single template document and an excel spreadsheet or table of all intending recipients' client names and addresses.

Do not confuse text editors with word processing software. While text editors also allow users to create and edit text documents, they mainly work on plain text. Text editors do not possess any formatting features, such as underlining, bold or assigning different fonts. Text editors purpose is a bit different from that of word processing software. They are mostly used to work on plain text files, such as program codes or configuration files of an OS. An example of a text editor is Notepad on the Windows platform.

2.2.1 Microsoft Office

Microsoft Office is a set of vital applications primarily known as **Office Suite** which was been designed by Microsoft to carry out different office tasks smoothly and with ease. Bill Gates, the

Chairman of Microsoft Corporation first launched it on August 1 1988 at COMDEX in Las Vegas US.

There are several packages that comes along in the Microsoft Office Suite. It is inclusive of

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

- Microsoft Access
- Microsoft Outlook
- Microsoft Visio   etc.

2.2.2   Microsoft Word

Microsoft Office Word first came into existence in 1983 initially for the MS-DOS OS. That was when the mouse was added to the keyword, although there was no need for it. People could buy Word 1.0 with a bundled mouse. The word for MAC OS was introduced a couple of years later in 1985. Previously, the Word Processor was in the Doc format but when the 2007 version was released the format changed to Office Open XML. This was the time when the Portable Document Format (PDF) and Open Document Format were first introduced in the 2007 version.

The MS Word made typing of words and other documents very easy. Almost all content writing works and official documents or letters are typed in MS Word or its premium equivalent Office 360. You can save your written document which can serve as a record. The program is equipped with word processing features e.g. formatting menus, templates, macros and more. While MS word or MS suite generally is not the only word processing document, it is probably the most common and most widely used application globally. MS word works on both Windows and Mac Operating OS.

MS Word 16 Tutorial and Practical Demo

For this project, the version of MS Word used is MS Word 2016 and the demonstration used for the training tutorial is adapted from CFG Global Tutorials on MS Word 2016. Much appreciation to them for the permission given to the DISH project to use their resources.
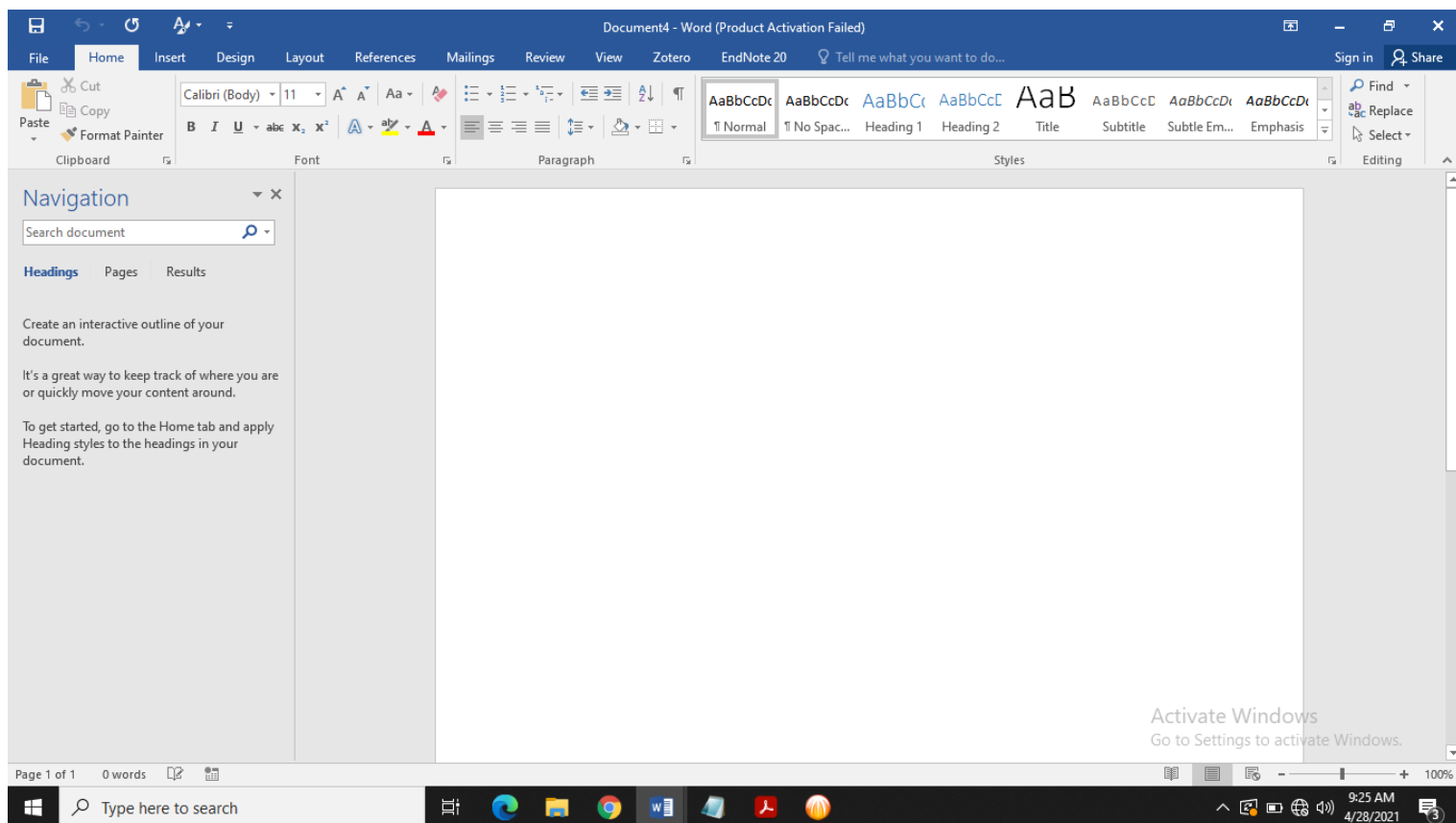
Additional resources

The full tutorial can be explored further at https://edu.gcfglobal.org/en/word/
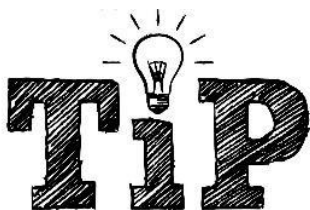
This training work best when you (learner) practice with computers as you learn. Because differences between computer operating systems can greatly affect your learning experience, it is recommended that all learners use computers with the same operating system, preferably Windows 10 OS. However, which operating system you choose to use matters less than the consistent experience you should have from this training.

This tutorial is designed with the pre-notion that you have not used MS Word before or you are a novice/beginner.

As the contents of the tutorial is a bit lengthy, the tutorial has been saved and adapted into another form of word document or Portable Document Format (pdf). Please, find the document via this link

MS WORD FULL TUTORIAL

For better experience of this tutorial, follow the steps below as you engage with MS Word

a) *Download the practice document on the LMS*
b) *Practice each activity as they are introduced using the practice document in (a) above.*
c) *Watch the video below to learn the basics of working with text in Word.*

2.2.3 Microsoft Excel

Also, in the MS Office Site is MS Excel. It is a **spreadsheet program** that allows users to **store**, **organize**, and **analyze information**. While many people thought excel is used by only certain or qualified people for processing or analyzing complicated data, almost anyone can learn MS excel how to take advantage of the program's **powerful features**. Some of the use cases of excel include keeping a budget, creating an invoice, designing a log or activities management, etc. Excel makes it easy to work with different types of data.

Getting to know Excel

We will be using MS Excel 2016, If you have used Excel 2010 or Excel 2013 before, then Excel 2016 should feel familiar. If you are new to Excel or have more experience with older versions, you are advised to first take some time to become familiar with the **Excel interface first**.

The Excel interface

When Excel 2016 is opened, the first interface you will see is the **Excel Start Screen**. At this interface, you should be able to create a **new workbook**, choose a **template**, and access your most recently **edited workbooks**.

- From the **Start Screen**, locate and select **Blank workbook, this will then load up the actual** Excel interface.
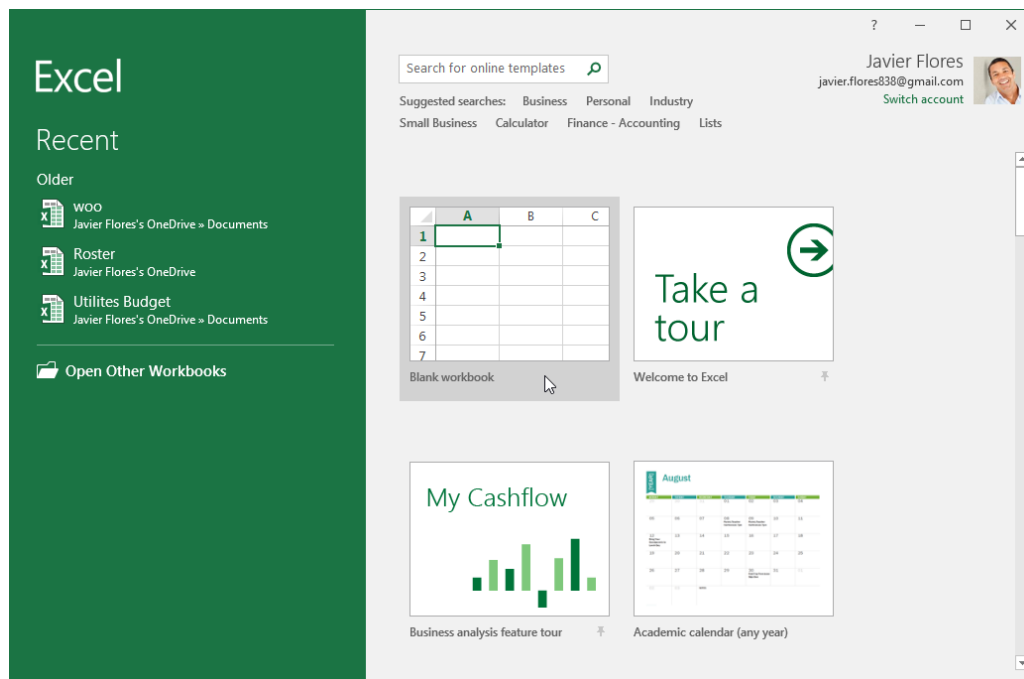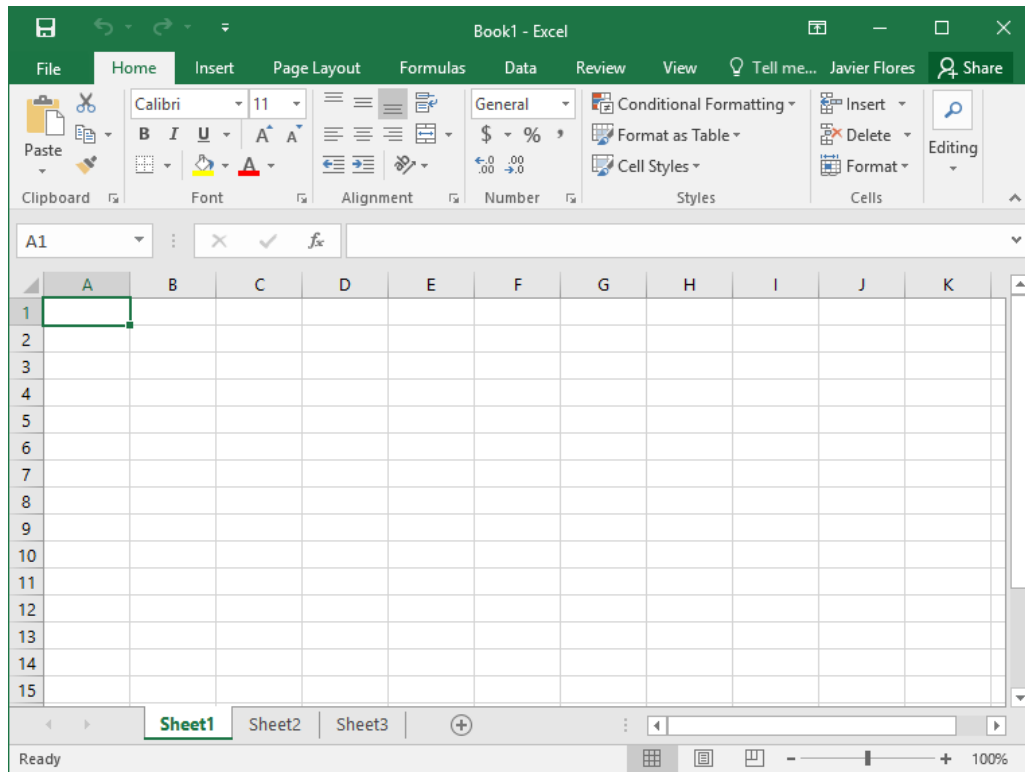
Whenever you work in new workbook in Excel, the first thing you should never forget is to save it, in case power fails abruptly, also, you might want to access and edit it later. As with previous versions of Excel, you can save files **locally** to your computer. But unlike older versions, Excel 2016 also comes with the capability of saving your workbook to **the cloud** using **OneDrive**. You can also **export** and **share** workbooks for offline use with others directly from Excel.

Save and Save As

Excel offers two ways to save a file: The **Save** and the **Save As** options. These two work alike but with a few important differences:

Save: This is mainly used when you have already created the workbook but wants to edit it, you'll use the **Save** command to save the changes to the document. This command is used most of the time. When you want to save a file, you'll only need to choose a file name and location that the file will be saved but this is done only at the first time. After that, further saving does not require this and you can just click the Save command to save it to using the same name and location

Save As: this command is mainly used to create a **copy** of a workbook while the original is kept intact. When you use Save As, you might have to use a different name and/or another location for this new copied version.
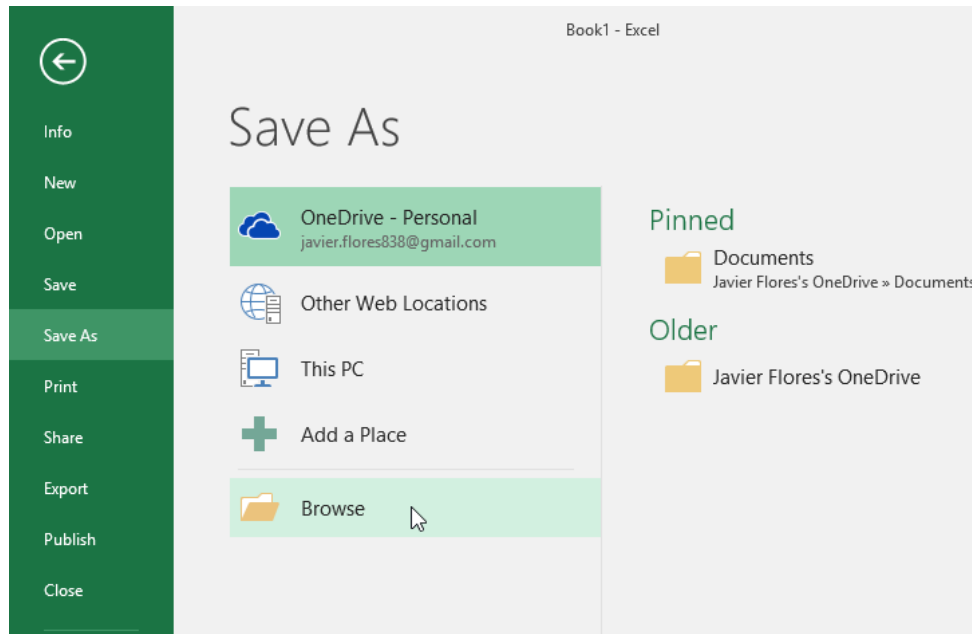
To save a workbook:

It's important to **save your workbook** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the workbook so it will be easy to find later.

Locate and select the **Save** command on the **Quick Access Toolbar**.
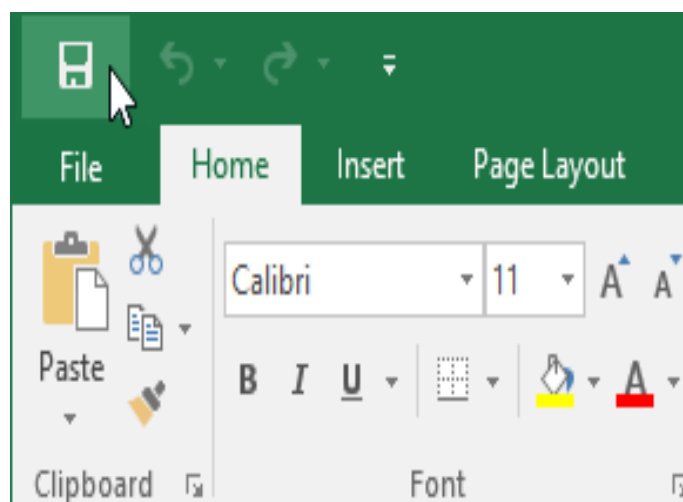
If this is the first time you are saving the file, the **Save As** pane can be found in **Backstage view**. Then choose the location of **where to save** the file and give it a **file name**. To save the workbook to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.

The **Save As** dialog box will appear. Select the **location** where you want to save the workbook.

Enter a **file name** for the workbook, then click **Save**.
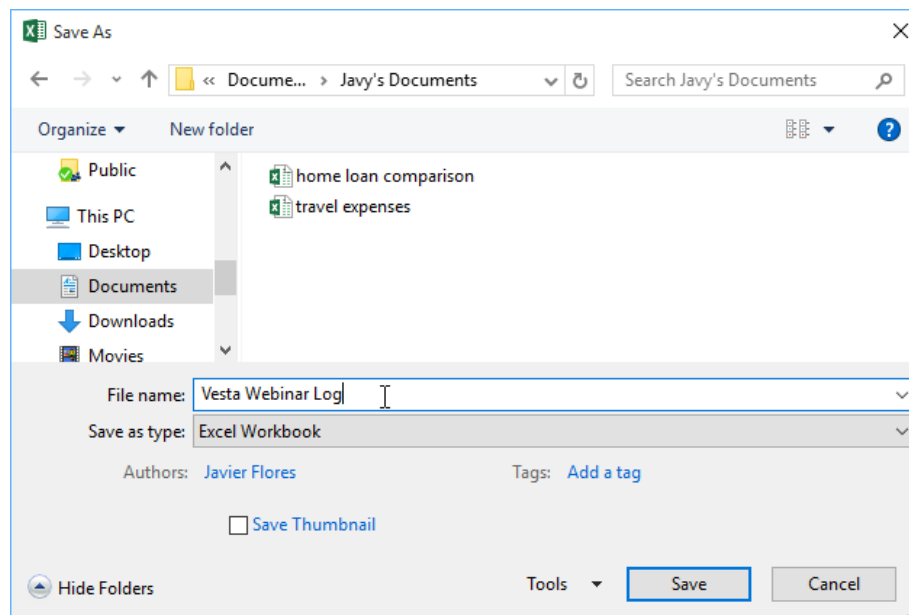
The workbook will be **saved**. You can click the **Save** command again to save your changes as you modify the workbook.

You can also access the **Save** command by pressing **Ctrl**+**S** on your keyboard.

The **Excel Options** dialog box will appear. Select **Save**, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.
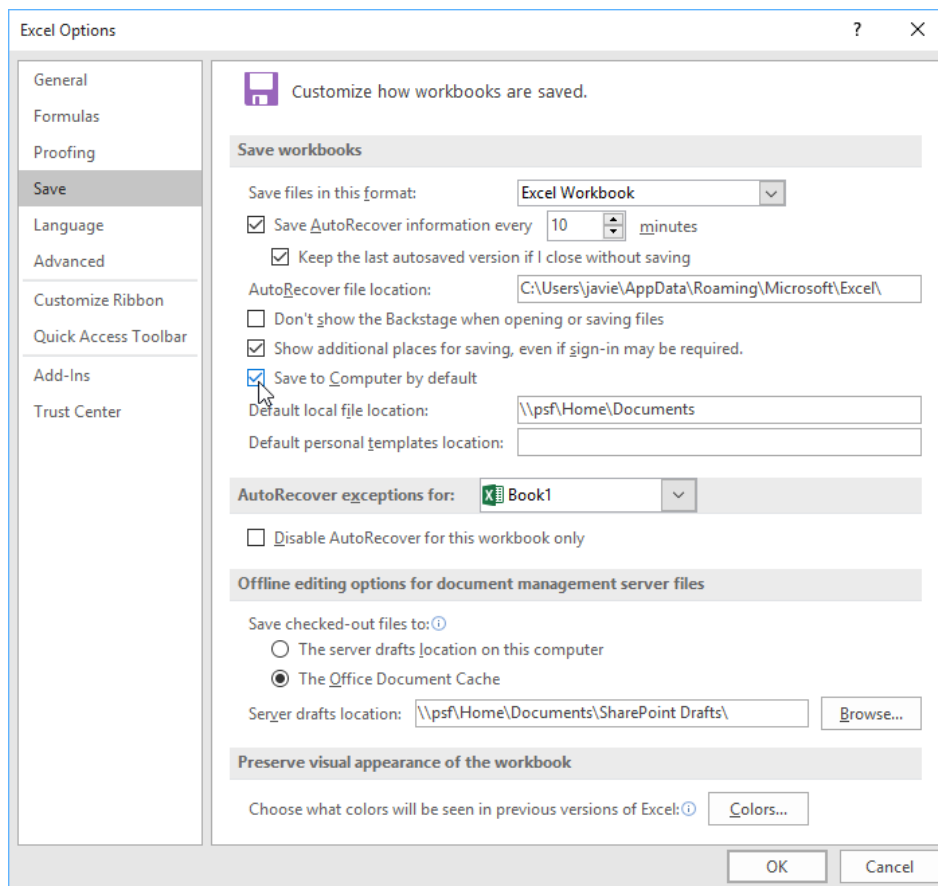
By default, Excel auto saves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an auto saved version.

If you don't see the file you need, you can browse all auto saved files from **Backstage view**. Just select the **File** tab, click **Manage Versions,** then choose **Recover Unsaved Workbooks**.

Sharing workbooks

Excel has now made it easy to **share** files **and collaborate** on workbooks with team members using **OneDrive**. In the past, for you to share a file online, you will have to share it as an email attachment. While this is simple and convenient, this way of sharing can cause **multiple versions** of the same file to exist, thus errors can occur or at least difficulty in the organization of the required document. Best approach is to share to a file repository such as OneDrive.

When you share a workbook in OneDrive, you are basically giving the third party access to the **exact same file**. This can make you and your team members that you share the document with to be able to **edit the same workbook** without really needing to keep track of multiple versions.

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MS EXCEL 2016 FULL TUTORIAL

2.2.4   Microsoft PowerPoint

PowerPoint is another program in MS Office Suite. It is a presentation program used by potential users to create dynamic slide presentations. The presentations you can create with PowerPoint or even insert into it include animation, slides, images, narrations, videos, and much more. Whenever you are invited probably to an events and you are required to speak, teach or give a talk – this may

be academic or nonacademic event, then, it is expected that you will design PowerPoint presentation slides and come with it.

PowerPoint 2016 is similar to the earlier versions (PowerPoint 2013 and PowerPoint 2010). If you've previously used these versions, PowerPoint 2016 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the PowerPoint 2016 interface.

The PowerPoint interface
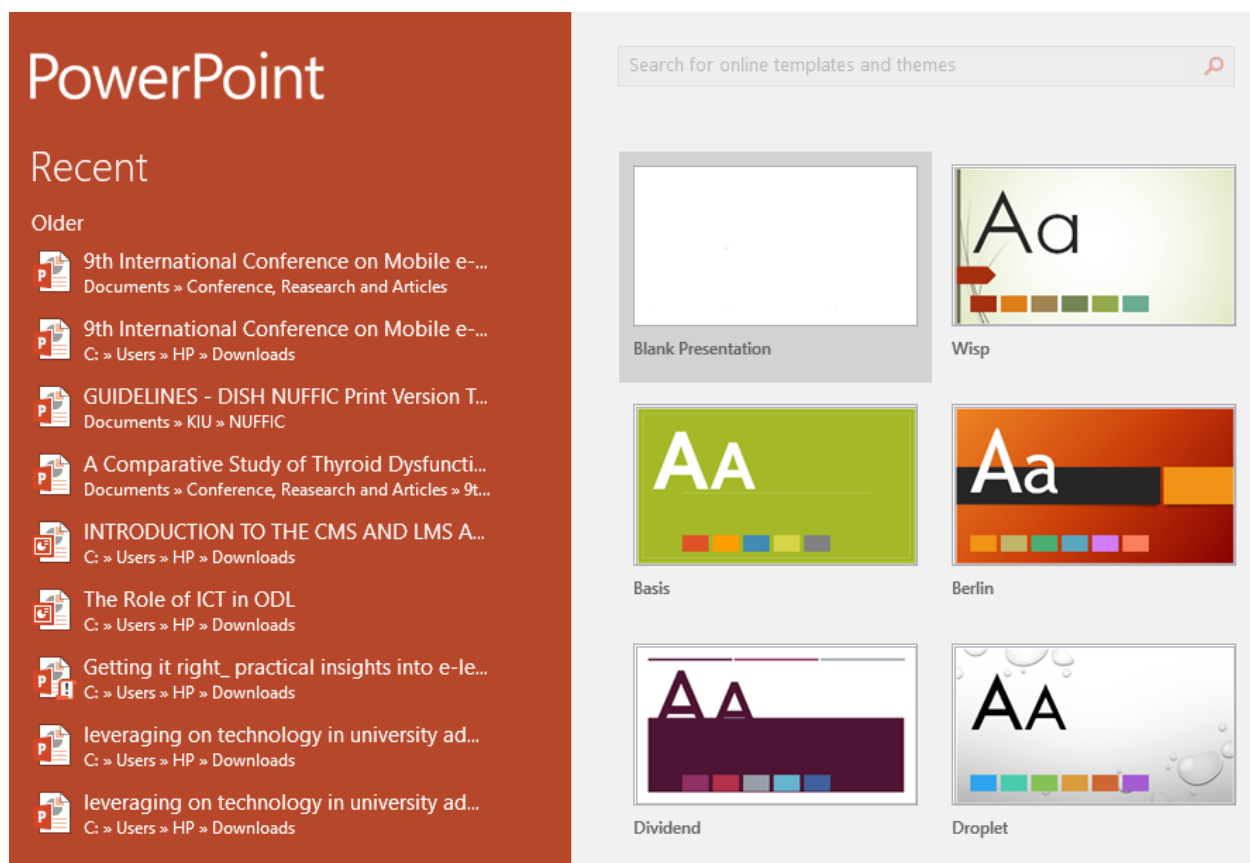
When you open PowerPoint for the first time, the first thing you will see is the Start Screen. From here, you can create a new presentation, choose from preloaded templates, and you can access the recently edited presentations.

To start a blank presentation. from the Start Screen, locate Blank Presentation and then select it. This loads the full PowerPoint interface.
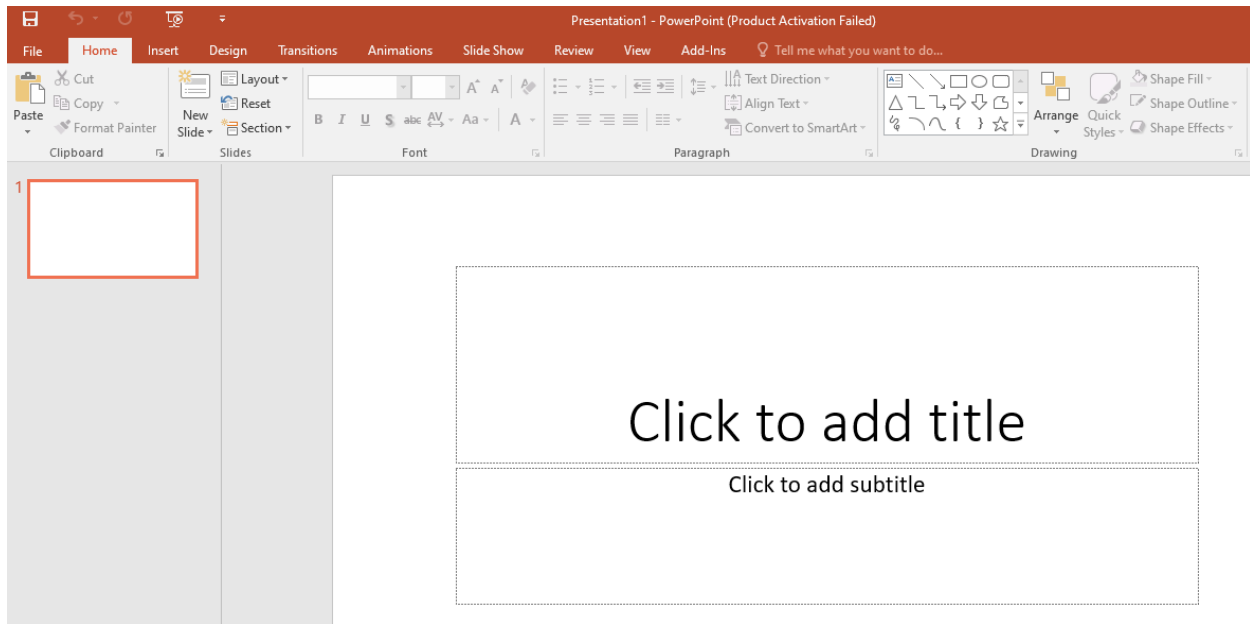
Zoom and other view options

PowerPoint has several viewing options that you can pick from i.e. you can change how your presentation is displayed. You can view your presentation in Normal view, the Reading view, or the Slide Sorter view, or the full Slide Show view. You can also zoom in and out to make your presentation easier to read.

Zooming in and out

To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out by smaller increments. The number next to the slider displays the current zoom percentage, also called the zoom level.

Using PowerPoint to Create Presentation Slides

PowerPoint files are usually referred to as presentations. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be blank or from a template. You'll also need to know how to open an existing presentation.

To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the File tab to go to Backstage view.
2. Select New on the left side of the window, then click Blank Presentation.
3. A new presentation will appear.
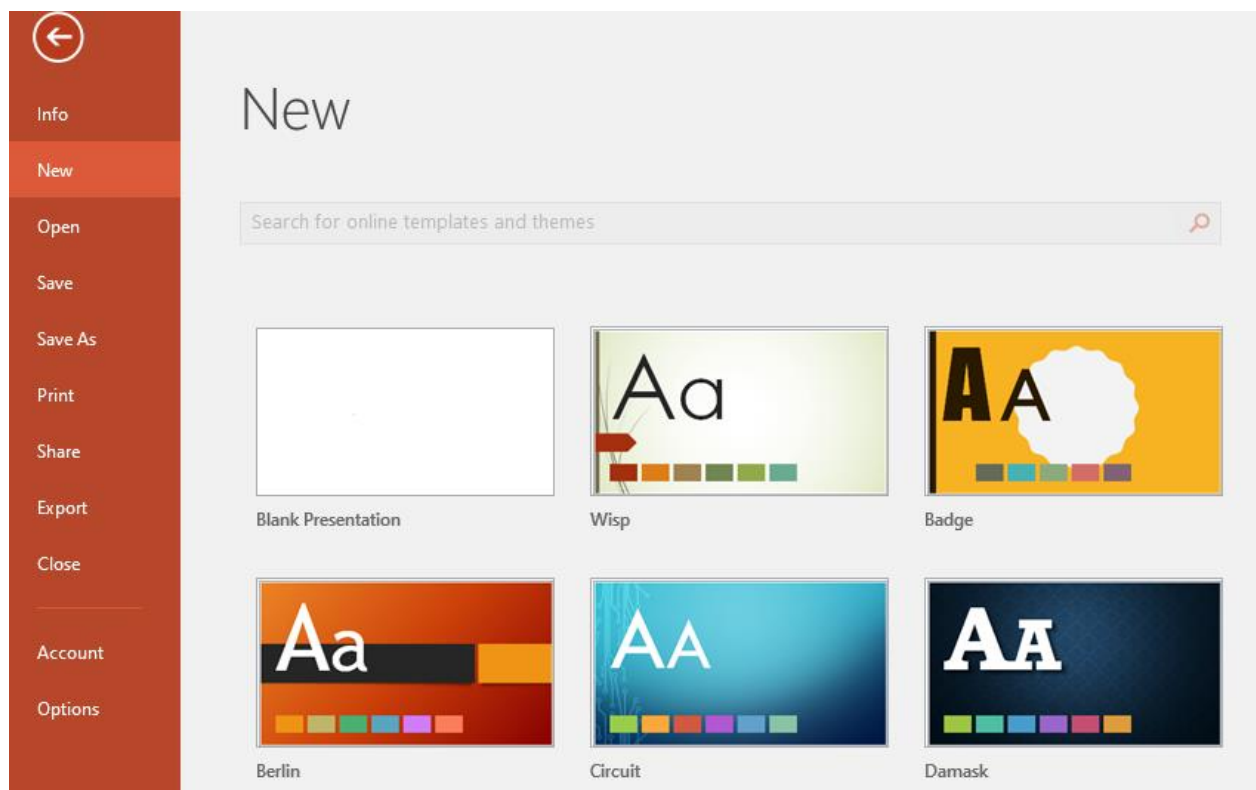
To create a new presentation from a template:

Templates are predesigned presentations which users can use to create new slide shows quickly. In most cases, templates already include custom formatting and beautiful designs, this can save you a lot of time and effort if you are designing a new project.

1. Click the File tab to access Backstage view, then select New.
2. You can click a suggested search to find templates or use the search bar to find something more specific. In our example, we'll search for he keyword chalkboard.
3. Select a template to review it.
4. A preview of the template will appear, along with additional information on how the template can be used.
5. Click Create to use the selected template.
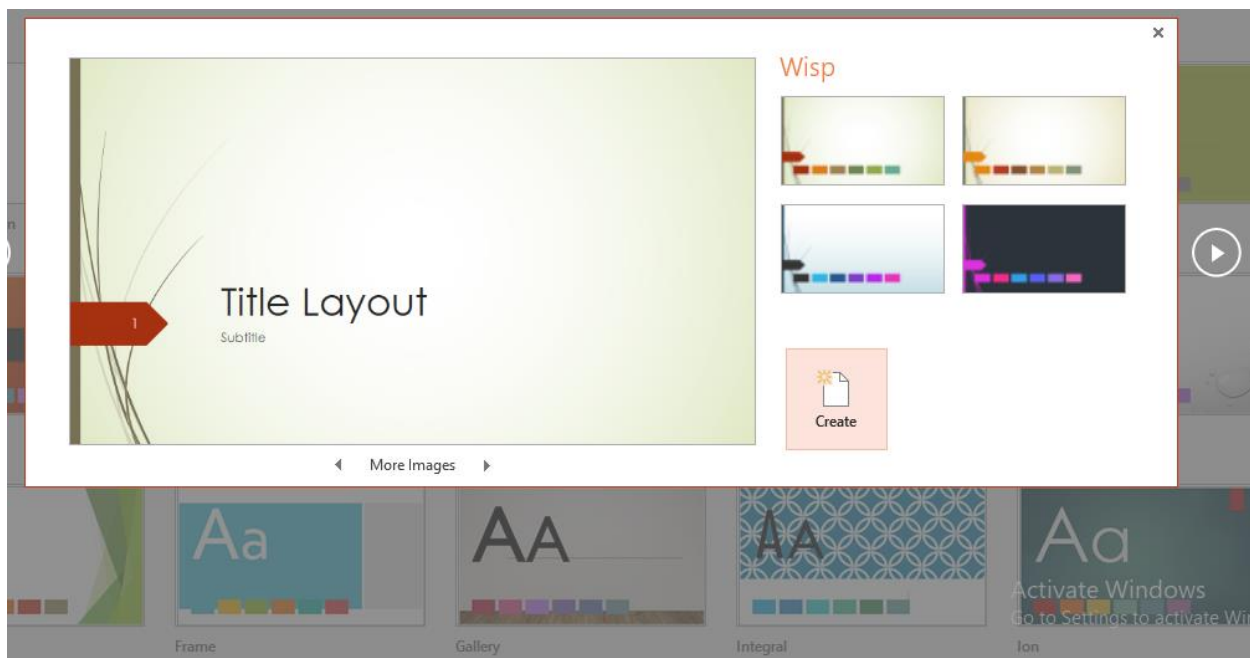
It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved.

1. Select the File tab to go to Backstage view, then click Open.

2. Click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.

3. The Open dialog box will appear. Locate and select your presentation, then click Open.
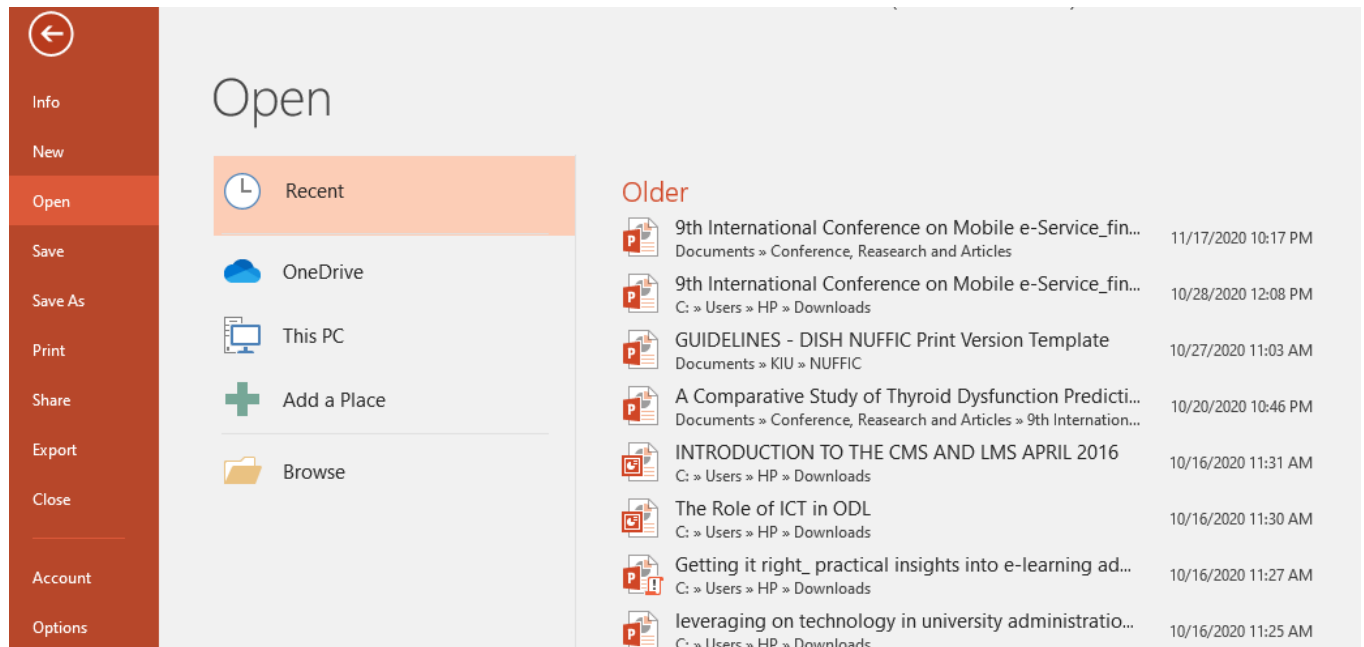
Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use another file type, such as a PDF or PowerPoint 97-2003 presentation. It's easy to export your presentation from PowerPoint in a variety of file types.

● PDF: Saves the presentation as a PDF document instead of a PowerPoint file

● Video: Saves the presentation as a video

● Handouts: Prints a handout version of your slides

● Other file type: Saves in other file types, including PNG and PowerPoint 97-2003

To export a presentation:

In our example, we'll save the presentation as a PowerPoint 97-2003 file.

1. Click the File tab to access Backstage view.

2. Click Export, then choose the desired option. In our example, we'll select Change File Type.

3. Select a file type, then click Save As.
4. The Save As dialog box will appear. Select the location where you want to export the presentation, type a file name, then click Save.
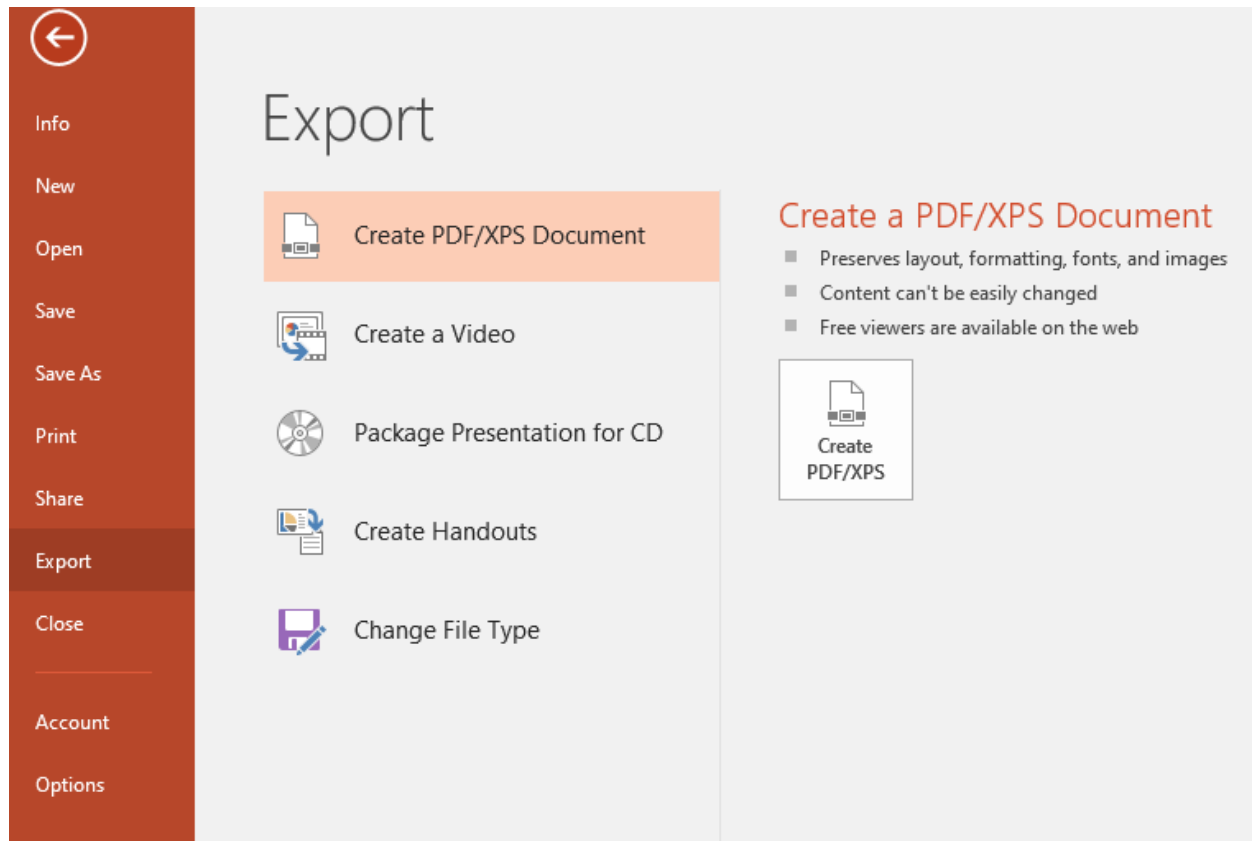
You can also use the Save as type drop-down menu in the Save As dialog box to save presentations in a variety of file types. Be careful to choose a file type other will be able to open.

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MS POWERPOINT 2016 FULL TUTORIAL

For better experience of this tutorial, follow the steps below as you engage with PowerPoint

a) Open the practice presentation.

b) Use Save As to create a copy of the presentation. Name the new copy Saving Challenge Practice. You can save it to a folder on your computer or to your Google Drive

c) Export the presentation as a PDF file.

2.2.5 Notepad and WordPad

NotePad and WordPad are two different applications that can be used to create a text file on a Microsoft Windows Computer. Although both may seem like similar applications to a layman, there are several differences between the two of them. The Microsoft Windows 10 OS offers both the notepad and wordpad as in-built tools, however, Microsoft word is more popular than these two even though all three (MS Word, MS Notepad and MS WordPad) are all products of Microsoft.
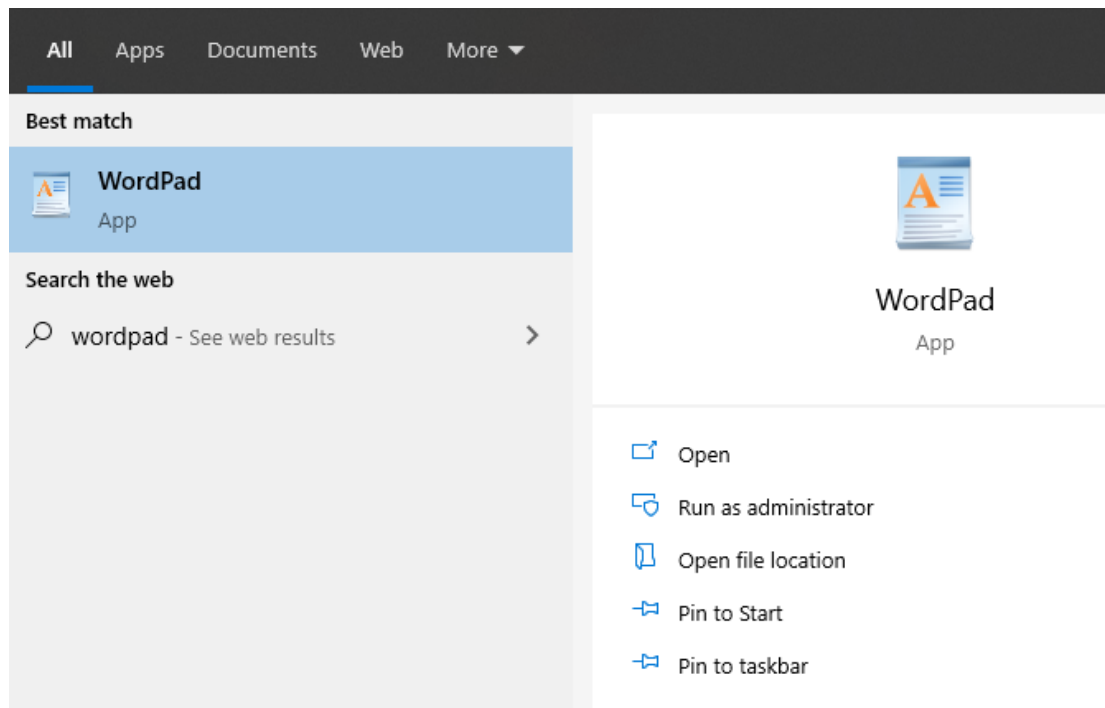
WORDPAD

WordPad has been around for many years, however the main difference between WordPad and MS Word the two is that this is a word processing application which is more capable of performing many functions that a text editor like Notepad cannot perform.

WordPad is a very toned down version of Microsoft Word. When you use this app, you can view and create files using a format called rich text format or rtf. This helps you achieve some rich-text editing tools that are not available in the other application. There are several font options and paragraph settings that are available on WordPad to make the text appealing and readable. This tool also gives you the ability to insert pictures and objects in your file, making the overall file more presentable and it can be used as a visual as well.

However, there aren't any features that are more advanced than this. You miss out on all the features that Microsoft Word would be able to provide, such as the ability to create table and to perform complex formatting, design and spell check along with many other features you come to expect from Microsoft Word and other applications.

WordPad is a good choice for basic content that only includes paragraphs, listings, and images. You can create print documents with specific formats with this application, when you don't have the Microsoft word processor or any other text application installed on your computer. You can also use it to open unformatted text documents or `.rtf' files.

To launch WordPad on a windows PC, press window key and type WordPad, once it brings it, launch the app by double-clicking on it

Once launched, the interface of WordPad looks like this:
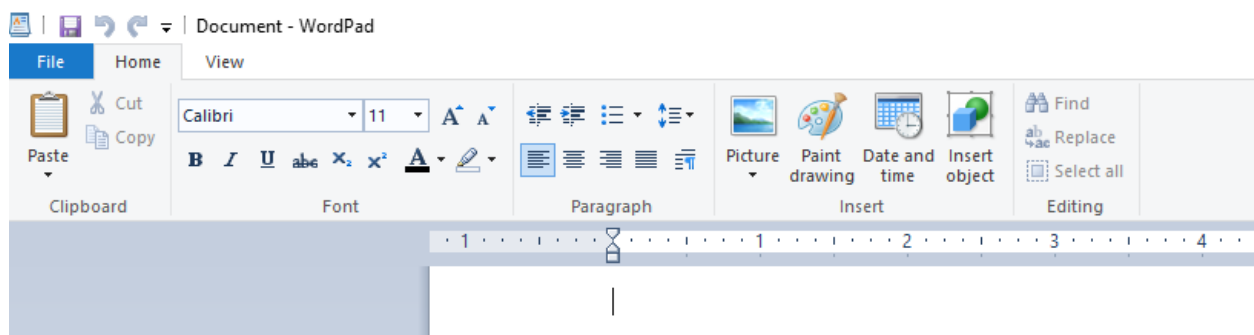
Advantage

The advantage of using WordPad is that it does have many features that are far more advanced than the other alternatives that are available when you don't have the suite of Office applications to open documents.

Drawbacks

One of the drawbacks that WordPad has as compared to Notepad is that you can save unwanted formats while trying to use this application. Despite the fact that WordPad is still available on Windows 10, the app becomes an optional feature from the 2-04 version and you can remove it from your installation using the Settings on your computer.

NOTEPAD

Notepad is a great application for text editing that has been available on microsoft computers for 30 years. It is true that you can use the app to write any kind of text, mark separate paragraphs and change the font settings through this application, however, it doesn't provide any sort of rich-text formatting tools or change visual elements.

This means you won't be able to find options to customize text, insert pictures, and paragraph settings that you come to expect from word processing applications.

Notepad is a great choice to modify configuration files required for the operation of Windows 10 or applications, as using a word processor can break the content structure and insert unwanted formatting that could potentially render the system or app unusable.

To launch Notepad on a windows PC, press window key and type Notepad, once it brings it, launch the app by double clicking on it.
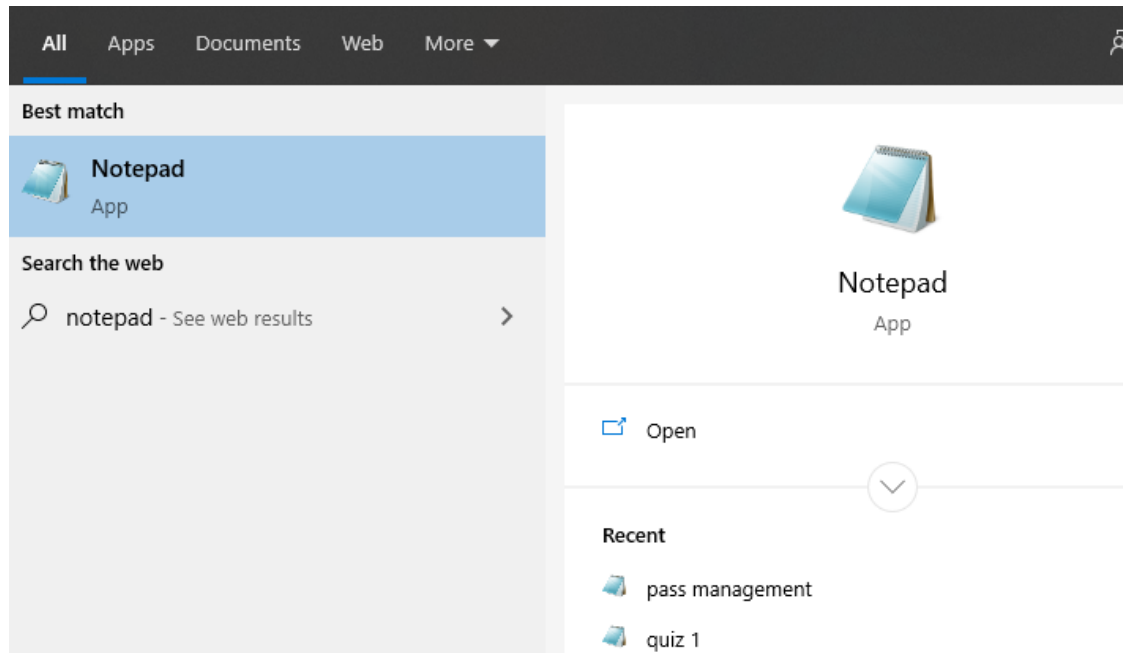
Once launched, the interface of Notepad looks like this:
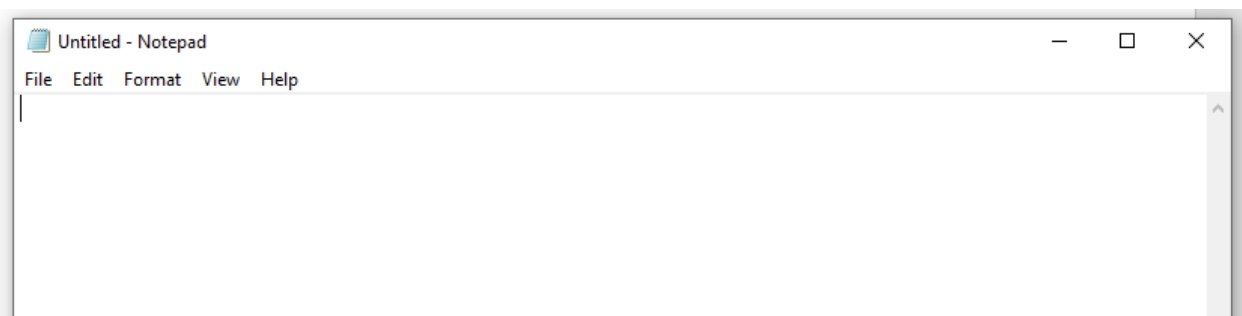
Despite the lack of word processing functionalities, this tool has been so popular for generations since it is still a powerful tool. If you create a plain text file, Notepad will usually save the content using a ".txt" extension.

This container doesn't include any style, tags, links, or special characters, making it one of the best options to view and write code, such as HTML, batch files, making this an ideal text editor for engineers and coders.

The text-only nature of this application provides great simplicity to the interface and Notepad is a well-suited application to write scripts. There are certain batch files that you can run in Command Prompt or more complex scripts which you can save using this application.

It is a great tool to view and write programming codes such as create HTML files, edit configuration files, and reviewing log files. This application is made to make programming more straightforward and is meant for people who value simplicity more than visual functions.

Tutor Marked Assignment III

Submit this assignment via the LMS. Deadline dates will be provided on the course news page

i.   Use MS Word or any other Word processing Software to write a report of your experiences and challenges in the DISH courses you are enrolled in.

ii.   Create an Excel Spreadsheet for your monthly budget. Export the excel sheet to pdf and submit both the csv and pdf files.

iii. Create a PowerPoint presentation from this teaching document to form points and make use different elements of a PowerPoint templates

iv.   Use WordPad to create a list of your favorite food.

2.3   Multimedia Creating Tools

Multimedia files, such as digital imagery and video, have become increasingly popular in today's world. In fact, when it comes to contents creation, a lot of contents consumers on blogs, websites and social media platforms are excited, fascinated and interested more in multimedia (videos, audios and animations than they are in only text based contents. Thus, it is of paramount importance for a digitally literate person to be able to create a simple multimedia.

Multimedia is the field concerned with the computer-controlled integration of text, graphics, drawings, still and moving images (Video), animation, audio, and any other media where every type of information can be represented, stored, transmitted and processed digitally.

A Multimedia Application is an application which uses a collection of multiple media sources e.g. text, graphics, images, sound/audio, animation and/or video.

2.3.1   Graphics Design and Video Recording Tools

We are now in the age of visual information where visual content plays a role in every part of life. Most people now prefer watching videos to reading texts and this has been impacted a lot of sectors especially in terms of contents creation. It has been confirmed by several researchers that audio visual information is more retaining to learners and viewers than non-visuals.

Additional resources

Find more info on why visuals are more accepted than non-visuals, read more on the subject @ https://www.shiftelearning.com/blog/bid/350326/studies-confirm-the-power-of-visuals-in-elearning.

It is important that a digital literate individual should know how to create simple multimedia, as graphics or images, as videos or animations.

Image/Graphics Design

According to the American Institute of Graphic Arts (AIGA), image design popularly referred to as graphic design can be defined as "the art and practice of planning and projecting ideas and experiences with visual and textual content.". Graphic communicates ideas and messages in a visual way to people, inspiring them and passing deep information, it can be as simple as a logo, or as complex as page layouts in a website. In a practical sense, graphic design includes a lot of elements – images, posters, logos, website layouts, banners, infographics, book covers, product labels, business cards, etc. They all fall under graphics design.

If you have the skills to design graphics, there is a wide variety of career options where the skill is required. As a professional, you might be in charge of enhancing visual impact of reports, commercials, publications, adverts, skits, advertising posters/banners, videos, and any other form of digital media. Graphic designers work diligently to ensure the product created is both visually appealing and able to fulfill the clients' needs / requirements.

Skills and Tools a Graphics Designer Should be able to use

1. Creativity

Creativity is probably the most important skill needed in graphic designs. Sometimes, it can be hard to come up with beautiful and innovative designs if you are impervious to tapping into your creative skills. Having a visual eye is really essential no matter what medium your design is based.

2. Communication

To understand what a client wants is one of the keys factors to represent the client's picture of his product. In today's digital age, communication is poor, a lot of individual spends much time on their phones and electronic devices, and do not know how to talk to clients. Thus, a designer should listen well, provides and process feedbacks, — in clear simple statements, avoid the use of big technical words.

3. Typography

While pretty much anyone can access every kind of font imaginable online, it actually takes impressive skilling, and training for a professional to understands how fonts are made. When such knowledge is well utilized, it makes the designer more effective.

4. Adobe's Creative Apps

Experience using technology goes along with many graphic design skills. A good designer must know how to use Adobe's creative software—specifically Adobe Photoshop, Illustrator, and InDesign. Expertise in these apps is a base requirement for many graphic design jobs.

5. Interactive Media

Interactive media is a term used to encompass several design products that can actively engage a user through mediums like text, moving image, animation, video, audio, or video games. As a designer, do not focus on only one medium, expose yourself to as many different types of media as possible and be good at designing them.

6. Coding

While coding is not really needed for most graphic design jobs, it is very important that a designer have a basic understanding of HTML and how to create websites. Learning the fundamentals of other programming languages such as Java and C++ will be an added advantage that can make you more marketable.

7. Branding

Branding is crucial to any business, a designer must be able to understand a client's needs, however, to do a good job at branding, you should first understand your client's brand. Branding most especially done via social media, applies to many graphic design jobs out there.

8. Delivering Presentations

Visuals tell stories and graphic designers are the storytellers. So, as a designer, if you have the ability to take complex data and present it to viewers, clients and customers in a clear, digestible way, this skill will make you a more valuable addition to the team.

Video Production

Video Production is done in 3 phases, though it not all phases that are not mandatory for a beginner. Most times, beginners stick to phase 1 and phase 2 only.

Phase 1: Pre-production

Phase 2: Filming

Phase 3: Editing or Post-production

Pre-Production

This is the phase where ideas and thoughts of the envisaged work are brought together to form a cohesive plan, thus, the goals and objectives of the intended video is established. In this phase, the\re are some factors to be considered by the recorder. These are:

- The target audience,
- The allotted budget and
- the objectives of the video i.e. what the video is meant for

Planning is very important – substantial amount of time should go to planning. The more time spent on planning, the more likely that filming will go smooth with a better final video. Some major areas for considerations which needs to planned ahead include

- What type of video do you want to record? Is it just Screen recording or an actual interactive video with lots of images and effects?
- What sort of equipment you need to use? This includes the type of camera device that will be adequate? Which resolution will be appropriate? If you are filming in a studio, will you be needing a green or blue screen behind the presenter (for example, a recorder with blonde hair = blue screen)? You also need to think about what, if any, make-up will be required, will props be needed. What is the approximate filming time needed? Etc.

Next, you need to design a script or storyboard for your video. This includes the putting together the list of events and the key elements that will be featured in your video. The designed script is not meant for the filming team only, but also for the editing team to provide them with a guide that will provide them the basis for any additional features to be added e.g. voiceover work.

In any professional video setting, lighting is a key element. For utmost quality, the foreground, background and the subject needed to properly lighted. There can shadows after setting lights, be on the lookout as it can be difficult to locate where they are coming from, so don't rush and try alternate positions. It is best to take time at this stage and get rid of the shadow than to waste more time on it during post production.

Another important feature is the audio – make sure you are using the appropriate microphones as there are several types of microphone all designed for diverse purposes. Also, make sure the sound

you need is getting picked up by the gadgets, the best approach is to use headphones to test the audio before full production.

Filming

This phase involves the actual recording of the video using professional cameras, consumer cameras or any other device that contains a camera (smartphones, laptops, iPad etc.). Sometimes, recording video is a simple as possible especially if it is non-formal or non-professional video needed. However, if the recording is for commercial purposes or formal functions in which the session time ranges into hours, it can tedious and consuming. Some of the tips recommended for filming includes

- Practice Safety. Tape or cover wires, and be a\careful around the equipment. If possible, food items and drinks should be kept away from shooting zones.
- Every team member present on the shoot should be aware of their duties and roles in the project. While an individual is responsible for directing, others members should take charge of for filming, lighting and sound respectively. Make sure every team members knows their superiors and who they are to consult with anytime there arises some issues or problems.
- Ensure that all batteries are properly charged, spares are available and back-up power is on standby. Means of contact for all members on shoot should be established (particularly if the filming is done in a large space e.g. a factory or sports stadium. Also ensure all equipment are in good working order before usage.
- Always keep hydrated, composed and relaxed during filming. Avoid being too conscious of the camera.

Additional resources

For guide on how to record your videos, checkout this url

https://www.techsmith.com/tutorial-snagit-how-to-document-process-video.html

Some of the Popular Video and Screen Recording tools for PC users are:

Free Recording Software

- CamStudio

- Ezvid

- TinyTake

- OBS Studio

Paid Screen Recording Software

- iSpring Suite

- Camtasia

- Filmora Scrn

- Movavi Screen Recorder

- My Screen Recorder Pro

Video Recording Software

- CloudApp

- SnagIt

- ShareX

- Debut Video Capture

- ScreenFlow

- GoPlay

- Camtasia

- Screencastify etc.

Mobile Video Recording and Editing Apps (For Smartphones Users)

An average smartphone camera now rivals even dedicated digital cameras. For example the newest iPhone comes out on top in terms of resolution, zooming, etc. when compared with some aged (a couple years old) stand-alone cameras . Some of the mobile apps that can be used for recording and editing are:

- Filmic Pro

- MAVIS

- Movie Pro

- Cinema FV-5

- Open Camera

- Inshot

- LumaFusion

There are so many video recording software online. On the choice of which one is the best to use. The answer is "the best is whichever works for you". Research on them and pick one that you like best.

Post Processing or Editing

This is the phase where the editing of the recorded video is done. Most times the video recorded is full of errors, which needs to be removed, this is done during post processing. Also, there might be a need to add effects, texts and any other post processing effects as deemed fit.

Once filming is completed, download the raw footage onto a central storage location as soon as possible. The footage is copied onto a local machine and the video editing can begin.

Some of the popular video editing tools are:

- VSDC Free Video Editor
- Pinnacle Studio
- Wondershare Filmora
- DaVinci Resolve
- iMovie
- Adobe Premiere Pro
- Final Cut Pro X
- Vegas Pro

2.3.2   Animation Making Tools

Animation is the process of transforming still images into moving images. When still images are displayed rapidly on media, such as film or video, they create the illusion of motion. In the early

days of animation creation, artists used pencil, paint, and paper, but today, improved technology and the growing use of digital tools has opened up new and exciting opportunities for artists. Likewise, there is an increased demand for creativity in new creative field including in film production, virtual reality, animated character design, game design, and even education. Now, with various digital tools available both online and offline, digital artists can work in many types of animation, including 2D and 3D animation, motion graphics, and stop motion.

Some of the most popular animation tools are:

- **3ds Max (Autodesk).** This commercial animation software tool allows digital artists to produce 3D animations, including developing models and rendering them into 2D or 3D images.

- **After Effects (Adobe).** Digital artists can use this commercial tool to add visual effects and motion graphics elements to film, TV, video, online content, presentations, and more.

- **Blender (The Blender Foundation).** This free open source 3D graphics creation suite offers a comprehensive feature set to create animations, digital art, visual effects, 2D and 3D models, and more.

- **Maya (Autodesk).** This commercial software provides digital artists with a comprehensive platform and an extensive feature set, including modeling, simulation, and rendering, to create 3D computer animations.

- **Moho Pro 13 (Smith Micro).** Formerly known as Anime Studio is a 2D animation software to create animations and cartoons, including 2D and 3D characters.

- **Moovly (Moovly).** The novice and expert can use this cloud-based software to create animated videos and videos with animated graphics for various applications, including marketing and training.

- **OpenToonz (Digital Video SpA).** An open source and 2D animation software, it's free to use, anyone can modify its source code, and it's frequently updated.

- Renderforest

- Prezi

- Lumen5

- Animate (Adobe)

- Cartoon Animator 4 (Reallusion)

- Character Animator (Adobe)

- Dragonframe (DZED Systems)

- FlipBook (DigiCel)

- Pencil2D.

- Powtoon (Powtoon). Etc.

- PhotoMirage (Corel).

2.3.3 Skits and Vlogs

One of the newest trends in the world of social media and entertainment is the creations of Skits which most creators upload to Vlogs.

A Skit is a short video created for a purpose. It can be comedy Skits, funny videos, Product reviews or any other type of short video. Video log or video blog, popularly referred to as vlog, is a form of video based blog that functions like a kind of web television. Entries into vlog entries are usually made up of embedded videos combined with appropriate text, images, and other metadata.

Nowadays, social media has become a non-negligible part of our daily lives. These platforms which were initially created as a tool to keep people connected, now, they do more than connecting people. A good percentage of the contents on social media are now videos and most of these videos either comedy videos, pranks, funny memes, and so on. A typical Comedy skit is usually between 2 – 6 mins duration and these videos are created to amuse viewers on a particular interest. Nowadays, comedy skit videos are becoming more popular and engaging. They have become the choice medium to advertise brands and products as it is short and direct.

Some of the popular platforms where Skits can be found are:

- Tiktok
- Instagram
- YouTube
- Facebook
- VSkit
- Triller

Additional resources

For guide on how to create Skits, checkout this url

https://turbofuture.com/internet/How-to-Make-a-YouTube-Video-Skit

2.4   Computer Shortcuts for Everyday Use

The more familiar a digital literate individual uses a computer, the more familiar he or she becomes until he or she becomes a professional in using the applications smoothly and without much difficulty. However, there are several shortcuts that enables users to maneuver and perform several actions without necessarily using the menu icon and the cursor or the mouse. The use of shortcuts in most times involve the use of keyboard only.

The figure below shows the picture of a typical keyboard of a computer system with the parts labeled. You are encouraged to familiarize yourself with each key to allow you to recognized them easily. Sometimes, keyboard layout might differ from brand to brand or even based on locality where the layout is designed for.
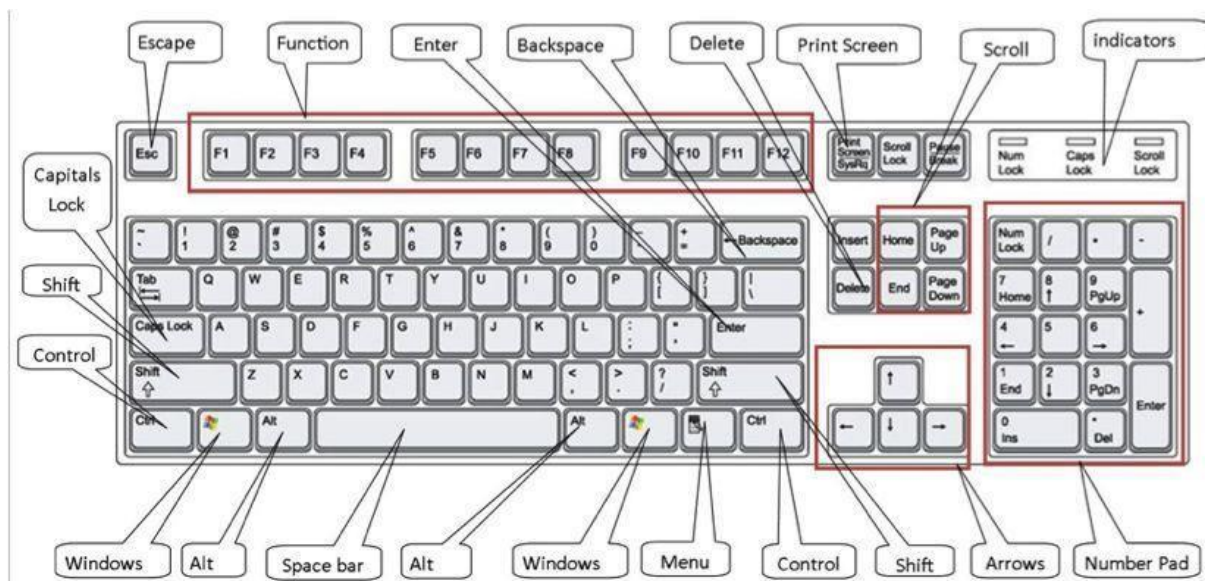

Figure 2. Keyboard Label

(Source: https://www.pinterest.co.uk/pin/28077197648705491/)

There are some applications that have their own unique shortcuts. In this cases, the shortcuts are customized to those certain applications or Software. For example, there are shortcuts used in MS Word, MS Excel etc. and the shortcuts might be the same and do the same task in all related

applications that recognize the command. Refer to the additional provided documents on several shortcuts that can be used to perform various tasks on a PC.

2.4.1   List of basic computer shortcut keys:

- o   Alt + F -- File menu options in the current program.
- o   Alt + E -- Edits options in the current program.
- o   F1 -- Universal help (for any sort of program).
- o   Ctrl + A -- Selects all text.
- o   Ctrl + X -- Cuts the selected item.
- o   Ctrl + Del -- Cut selected item.
- o   Ctrl + C -- Copy the selected item.
- o   Ctrl + Insert -- Copy the selected item.
- o   Ctrl + V -- Paste the selected item.
- o   Shift + Insert -- Paste the selected item.
- o   Home -- Takes the user to the beginning of the current line.
- o   Ctrl + Home -- Go to the beginning of the document.
- o   End -- Go to the end of the current line.
- o   Ctrl + End -- Go to the end of a document.
- o   Shift + Home -- Highlight from current position to beginning of the line.
- o   Shift + End -- Highlight from current position to end of the line.
- o   Ctrl + (Left arrow) -- Move one word to the left at a time.
- o   Ctrl + (Right arrow) -- Move one word to the right at a time.

2.4.2 Microsoft Windows shortcut keys list

- o   Alt + Tab -- Switch between open applications.
- o   Alt + Shift + Tab -- Switch backward between open applications.
- o   Alt + Print Screen -- Create screenshot for the current program.
- o   Ctrl + Alt + Del -- Reboot/Windows task manager.
- o   Ctrl + Esc -- Bring up the start menu.
- o   Alt + Esc -- Switch between applications on the taskbar.

- o F2 -- Rename selected icon.

- o F3 -- Start find from the desktop.
- o F4 -- Open the drive selection when browsing.

- o F5 -- Refresh contents.

- o Alt + F4 -- Close current open program.

- o Ctrl + F4 -- Close window in program.

- o Ctrl + Plus Key-- Automatically adjust widths of all columns in Windows Explorer.

- o Alt + Enter -- Open properties window of selected icon or program.

- o Shift + F10 -- Simulate right-click on selected item.

- o Shift + Del -- Delete programs/files permanently.

- o Holding Shift During Boot up -- Boot safe mode or bypass system files.

- o Holding Shift During Boot up -- When putting in an audio CD, will prevent CD Player from playing.

2.4.3 MS Word shortcut keys

- o Ctrl + A -- Select all contents of the page.

- o Ctrl + B -- Bold highlighted selection.

- o Ctrl + C -- Copy selected text.

- o Ctrl + X -- Cut selected text.

- o Ctrl + N -- Open new/blank document.

- o Ctrl + O -- Open options.

- o Ctrl + P -- Open the print window.

- o Ctrl + F -- Open find box.

- o Ctrl + I -- Italicise highlighted selection.

- o Ctrl + K -- Insert link.

- o Ctrl + U -- Underline highlighted selection.

- o Ctrl + V -- Paste.

- o Ctrl + Y -- Redo the last action performed.

- o Ctrl + Z -- Undo last action.

- o Ctrl + G -- Find and replace options.

- o Ctrl + H -- Find and replace options.

- o Ctrl + Q -- Align selected paragraph to the left.

- o Ctrl + E -- Align selected text or line to the center.

- o Ctrl + R -- Align selected text or line to the right.

- o Ctrl + M -- Indent the paragraph.

- o Ctrl + T -- Hanging indent.

- o Ctrl + D -- Font options.

- o Ctrl + Shift + F -- Change the font.

- o Ctrl + Shift + > -- Increase selected font +1.

- o Ctrl +] -- Increase selected font +1.

- o Ctrl + [-- Decrease selected font -1.

- o Ctrl + Shift + * -- View or hide non printing characters.

- o Ctrl + (Left arrow) -- Move one word to the left.

- o Ctrl + (Right arrow) -- Move one word to the right.

- o Ctrl + (Up arrow) -- Move to the beginning of the line or paragraph.

- o Ctrl + (Down arrow) -- Move to the end of the paragraph.

- o Ctrl + Del -- Delete word to the right of the cursor.

- o Ctrl + Backspace -- Delete word to the left of the cursor.

- o Ctrl + End -- Move cursor to end of the document.

- o Ctrl + Home -- Move cursor to the beginning of the document.

- o Ctrl + Space -- Reset highlighted text to default font.

- o Ctrl + 1 -- Single-space lines.

- o Ctrl + 2 -- Double-space lines.

- o Ctrl + 5 -- 1.5-line spacing.

- o Ctrl + Alt + 1 Change text to heading 1.

- o Ctrl + Alt + 2 Change text to heading 2.

- o Ctrl + Alt + 3 Change text to heading 3.

- o F1 -- Open help.

- o Shift + F3 -- Change case of selected text.

- o Shift + Insert -- Paste.

- o F4 -- Repeat the last action performed (Word 2000+).

- o F7 -- Spell check selected text and/or document.
- o Shift + F7 -- Activate the thesaurus.

- o F12 -- Save as.

- o Ctrl + S -- Save.

- o Shift + F12 -- Save.

- o Alt + Shift + D -- Insert the current date.

- o Alt + Shift + T -- Insert the current time.

- o Ctrl + W -- Close document.

2.4.4 Excel shortcut keys

- o F2 -- Edit the selected cell.

- o F5 -- Go to a specific cell.

- o F7 -- Spell check selected text and/or document.

- o F11 -- Create chart

- o Ctrl + Shift + ; -- Enter the current time.

- o Ctrl + ; -- Enter the current date

- o Alt + Shift + F1 -- Insert new worksheet.

- o Shift + F3 -- Open the Excel formula window.

- o Shift + F5 -- Bring up the search box

- o Ctrl + A -- Select all contents of a worksheet.

- o Ctrl + B -- Bold highlighted selection.

- o Ctrl + I -- Italicize highlighted selection.

- o Ctrl + C -- Copy selected text.

- o Ctrl + V -- Paste

- o Ctrl + D -- Fill

- o Ctrl + K -- Insert link

- Ctrl + F -- Open find and replace options.

- Ctrl + G -- Open go-to options.

- Ctrl + H -- Open find and replace options.

- Ctrl + U -- Underline highlighted selection.

- Ctrl + Y -- Underline selected text.

- Ctrl + 5 -- Strikethrough highlighted selection.
- Ctrl + O -- Open options.

- Ctrl + N -- Open new document.

- Ctrl + P -- Open print dialog box.

- Ctrl + S -- Save.

- Ctrl + Z -- Undo last action.

- Ctrl + F9 -- Minimize current window.

- Ctrl + F10 -- Maximize currently selected window.

- Ctrl + F6 -- Switch between open workbooks/windows.

- Ctrl + Page up & Page Down -- Move between Excel worksheets in the same document.

- Ctrl + Tab -- Move between two or more open Excel files

- Alt + = -- Create the formula to sum all of the above cells.

- Ctrl + -- Insert the value of above cell into the current cell.

- Ctrl + Shift + ! -- Format number in comma format.

- Ctrl + Shift + $ -- Format number in currency format.

- Ctrl + Shift + # -- Format number in date format.

- Ctrl + Shift + % -- Format number in percentage format.

- Ctrl + Shift + ^ -- Format number in scientific format.

- Ctrl + Shift + @ -- Format number in time format.

- Ctrl + (Right arrow) -- Move to next section of text.

- Ctrl + Space -- Select entire column.

- Shift + Space -- Select entire row.

- Ctrl + W -- Close document.

2.4.5 WINKEY shortcuts:

- o WINKEY + D -- Bring desktop to the top of other windows.

- o WINKEY + M -- Minimize all windows.

- o WINKEY + SHIFT + M -- Undo the minimize done by WINKEY + M and WINKEY + D.

- o WINKEY + E -- Open Microsoft Explorer.

- o WINKEY + Tab -- Cycle through open programs on the taskbar.

- o WINKEY + F -- Display the Windows Search/Find feature.
- o WINKEY + CTRL + F -- Display the search for computers window.

- o WINKEY + F1 -- Display the Microsoft Windows help.

- o WINKEY + R -- Open the run window.

- o WINKEY + Pause /Break -- Open the system properties window.

- o WINKEY + U -- Open utility manager.

- o WINKEY + L -- Lock the computer (Windows XP & later).

Summary of Study Unit 2: Digital Literacy: Offline Tools and Skills Needed

In this study unit, you have learnt that:

1. Digital Literacy is much more than reading an eBook on a tablet. It involves the ability to use information and communication technologies to find, evaluate, create, edit and communicate information. Simply put, digital literacy is all bout creating, editing and sharing digital contents

2. Digital tools are programs, websites or online resources that can make tasks easier to complete. A lot of these can be accessed in web browsers without needing to be downloaded, and you can access them both at home and in work.

3. For creating digital contents, offline tools can be used for creating and editing text documents and for creating and editing multimedia (videos and animations) etc. Likewise, online tools, some of the offline tools are

   - Text Editors like Notepad, WordPad etc.
   - Word Processing Software like MS Word, MS Excel, etc.
   - Multimedia creation tools – Camtasia, Maya 3D

4. Computer Shortcuts make it easy and fast for users to maneuver and perform several actions without necessarily using the menu icon and the cursor or the mouse. The major shortcuts are listed for learners to know and use frequently.

Self-Review Questions for Study Unit 2

Now that you have completed this study unit, you can assess how well you have achieved its Learning Outcomes by answering these questions.

a). What is Digital Literacy? What are the skills every digital literate person should possess? Do you possess any or all of these skills?

b). Use MS Word to write a simple greetings letter to your friend. Make sure you use all of these features in the document.

- o Indentation, Bold, Italics, Underline, List Numbering
- o Font Size (12, 14, 16). Font color (Red, Green, Purple   and so many more

Be creative in your design. Save your letter in both doc and pdf format.

c). Use SmartArt in MS to design a simple graphics

d). Create a simple thank you video to DISH project, and publish it in Mp4 format. Insert your name in the video clip and let the logo of your partner university (where you subscribe to the project) be shown in the video.

e). Design an excel sheet to estimate the profit of an assumed supermarket. Assume the supermarket has 100 products. Use an assumed product name, an assumed unit sold and an assumed purchase price. Use formula to calculate the estimated.

- Selling Price Per Unit
- Profit per Unit
- Total Profit per Unit

S/N	Products	Units Sold	Purchase Price (UGX)	% Profit per Unit	Selling Price	Actual Profit
1	LATO Milk 400g	9	20000	20%		
2	Jericho Tea	12	3600	15%		
						TOTAL