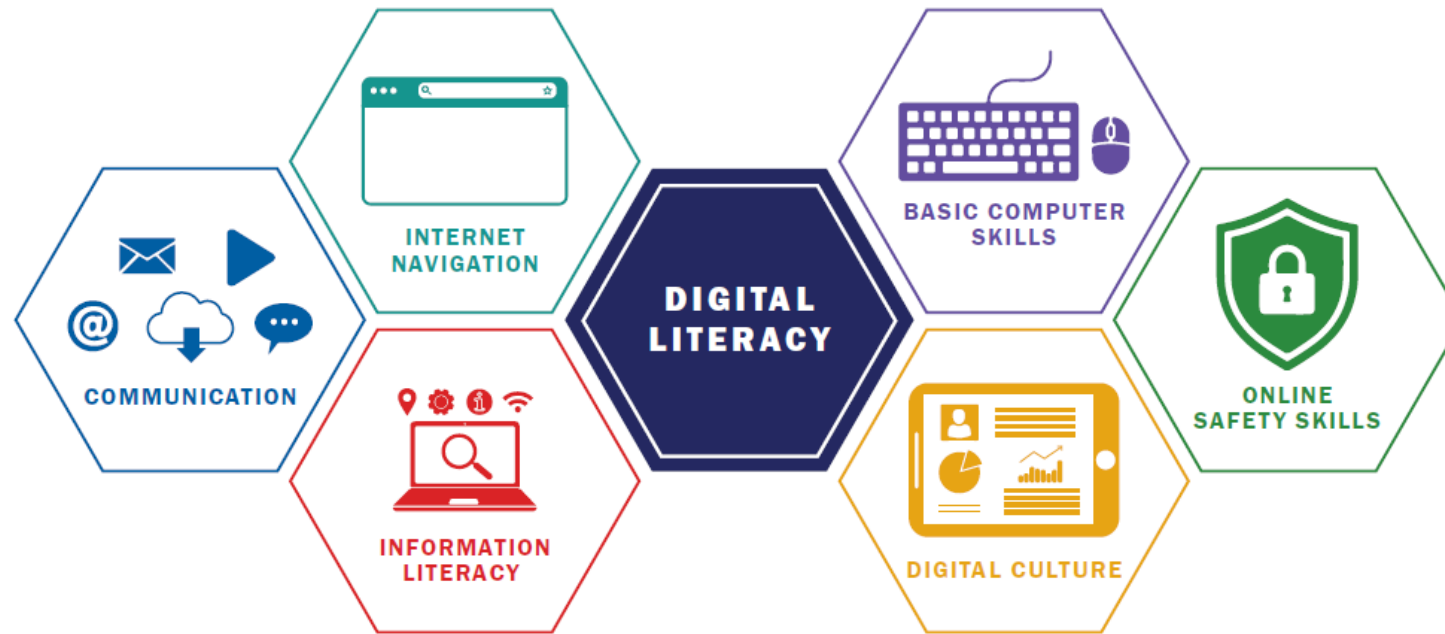
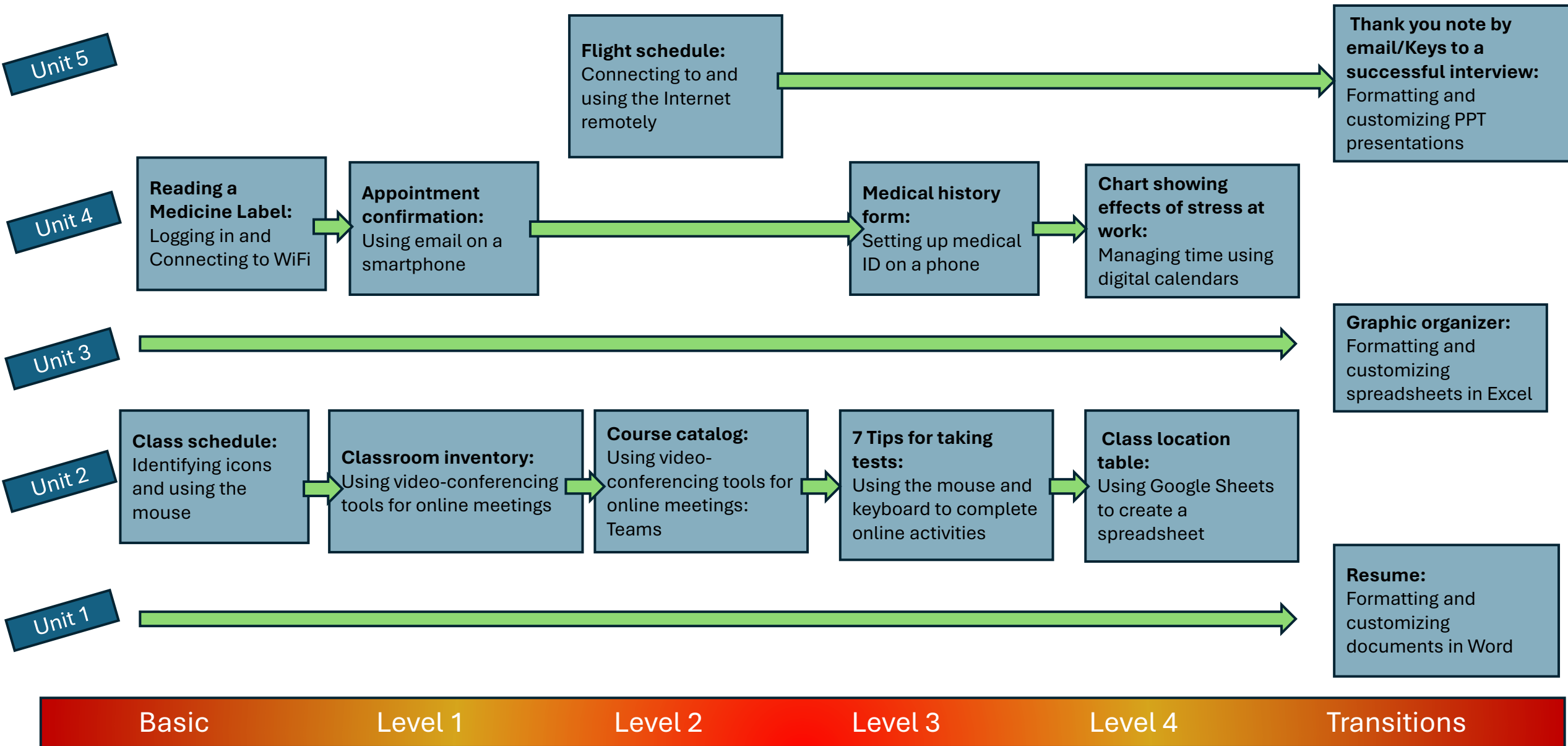


Digital Literacy in Ventures

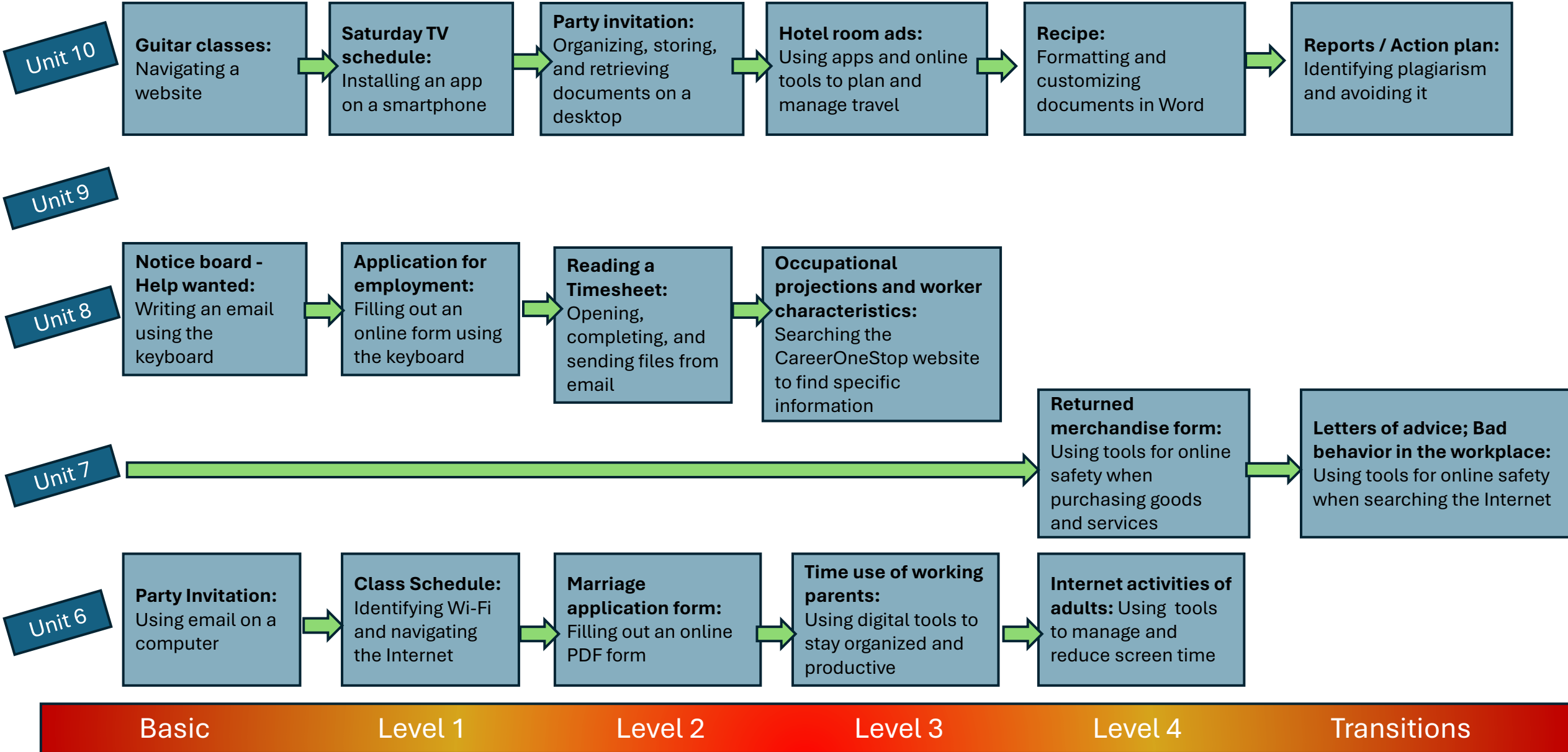
Digital literacy development is a critical part of Adult Education instruction. In order to succeed at school or in the workplace, learners need soft skills in key areas, such as critical thinking, problem solving, communication, and collaboration supported by the creative application of digital technologies. *Ventures* has digital literacy lessons for every other unit in the Digital Workbook.



Here's how Digital Literacy "Levels Up" in *Ventures* 4th Edition



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How Digital Literacy "Levels Up" in Ventures 4th Edition

	Basic Level	Level 1	Level 2	Level 3	Level 4	Level 5 (Transitions)
Unit 1						Lesson F: Resume Formatting and customizing documents in Word <ul style="list-style-type: none"> - Insert images and shapes - Insert symbols - Adding headers, footers and page numbers - Creating tables and formatting (adding and deleting rows) - Line and paragraph spacing - Track changes and adding comments
Unit 2	Lesson F: Class schedule Identifying icons and using the mouse <ul style="list-style-type: none"> - Moving the mouse (Left click, right click, double click) - Icons: (Battery, Date and time, Volume, Trash) 	Lesson F: Classroom inventory Using videoconferencing tools for online meetings <ul style="list-style-type: none"> - Create an account - Sign in - Use the personal menu (Update profile) - Join a meeting - Use basic functions: Audio, Video, Participants, Chat, React (Raise hand), Share screen 	Lesson F: Course catalog Using videoconferencing tools for online meetings: Teams <ul style="list-style-type: none"> - Create an account - Sign in - Join a meeting - Use basic functions: Audio, Video, Participants, Chat, React (Raise hand), Share screen - Record a meeting - Use IM outside a meeting 	Lesson F: 7 Tips for taking tests Using the mouse and keyboard to complete online activities <ul style="list-style-type: none"> - Logging in - Multiple choice - Text entry 	Lesson F: Class location table Using Google Sheets to create a spreadsheet <ul style="list-style-type: none"> - Typing in individual fields - Filtering - Inserting a row/column - Creating a new tab - Highlighting rows - Formatting the date 	
Unit 3						Lesson F: Graphic organizer Formatting and customizing spreadsheets in Excel <ul style="list-style-type: none"> - Using the drag feature to populate numbers and letters in a sequence in a column - Format cells (incl. auto fit row height) - Borders and shading - Wrap text - Merging cells - Simple formulas - Filtering - Creating additional sheets - Using charts

Unit 4	<p>Lesson F: Reading Medicine Labels Logging in and connecting to Wi-Fi</p> <ul style="list-style-type: none"> -Turn on the computer -Log in -Connect to Wi-Fi -Search the Internet -Turn off the Computer 	<p>Lesson F: Appointment confirmation Using email on a smartphone</p> <ul style="list-style-type: none"> - Open and reply to an email - Write a new email - Attach an image or document to an email - Forward an email - Delete an email 		<p>Lesson F: Medical history form Setting up medical ID on a phone</p> <ul style="list-style-type: none"> -iPhone and Android systems -Adding in your emergency contacts -Adding your medical history -No passcode required for nominated others to access the information - Built-in smartphone emergency medical identification tool 	<p>Lesson F: Chart showing effects of stress at work Managing time using digital calendars</p> <ul style="list-style-type: none"> - Using calendars on desktop (Outlook) and smartphone (Apple and Android) for scheduled appointments and reminders -Setting reminders for when to take medication -Creating a task list -Using time management programs to reduce stress at work 	
Unit 5		<p>Lesson F: Flight schedule Connecting to and using the Internet remotely</p> <ul style="list-style-type: none"> - Connecting to Wi-Fi remotely (for example in an airport or train station) - Using the keypad on a phone, for example, to capitalize letters and keep them capitalized, how to access numbers and special symbols etc. - Searching the Internet on a smartphone - Switching between websites - Closing tabs - Setting up and managing a mobile hotspot 		<p>Lesson F: Thank you note by email. Lesson D: Keys to a successful interview Formatting and customizing PowerPoint presentations</p> <ul style="list-style-type: none"> - Choosing and customizing slide layouts - Font customization - Adding and formatting images - Using shapes and icons - Working with text boxes - Adding animations - Inserting audio and video - Presenting and sharing 		

Unit 6	<p>Lesson F: Party invitation Using email on a computer</p> <ul style="list-style-type: none"> - Log in to your email - Open an email - Reply to an email - Delete or forward an email - Prepare a new email 	<p>Lesson F: Class schedule Identifying Wi-Fi and navigating the Internet</p> <ul style="list-style-type: none"> - Identify Wi-Fi - Search the internet - Open a website - Use hyperlinks - Disconnect Wi-Fi 	<p>Lesson F: Marriage application form Filling out an online PDF form</p> <ul style="list-style-type: none"> - Download Adobe reader (Navigate to the official Adobe Website) - Uncheck optional offers and install software - Adobe acrobat Fill and Sign - Open the pdf form - Activate the Fill & Sign tool - Create a signature, place the signature, date the signature - Save the document and submit or send 	<p>Lesson F: Time use of working parents Using digital tools to stay organized and productive</p> <ul style="list-style-type: none"> - Creating and saving bookmarks - Organizing bookmarks into different folders (Work, personal, etc.) - Pinning important tabs - Use folders and labels - Sticky notes - To-do lists - platforms like Microsoft planner 	<p>Lesson F: Internet activities of adults Using tools to manage and reduce screen time</p> <ul style="list-style-type: none"> - Monitor app usage - Android: The Digital Wellbeing in your settings to view detailed reports on app usage and set daily screen time limits for specific applications. iOS Devices: Use the Screen Time feature to monitor your usage, set app limits, and schedule downtime periods where only essential apps are accessible. - Androids Focus Mode and iOS Focus Modes - Blocks selected apps and notifications during designated periods. - Disable non-essential notifications 	
Unit 7					<p>Lesson F: Returned merchandise form Using tools for online safety when purchasing goods and services</p> <ul style="list-style-type: none"> - Secure browsing practices - Ensure websites use HTTPS, indicated by a padlock icon in the address bar, before entering personal information. - Choosing a strong password - Enable Multi-Factor Authentication (MFA) - Card encryption and recognizing secure payment websites 	<p>Lesson F: Letters of advice; Lesson D: Bad behavior in the workplace Using tools for online safety when searching the Internet</p> <ul style="list-style-type: none"> - Recognizing a suspicious email (phishing attempts) - Secure browsing practices - Ensure websites use HTTPS, indicated by a padlock icon in the address bar, before entering personal information. - Set up Multi-factor Authentication (MFA) for online accounts - Disable Notifications - Install an Ad blocker - Unique passwords - Implementing firewalls

Unit 8	Lesson F: Notice board - Help wanted Writing an email using the keyboard - Use the keyboard to write an email - Prepare a new email - Start an email - End an email	Lesson F: Application for employment Filling out an online form using the keyboard - Use the keyboard: Capital letters Punctuation marks Symbols Space bar Navigation keys Numbers "Enter" or "Return key Tab key - Fill out an online form (C1 Sign-up form)	Lesson F: Reading a timesheet Opening, completing, and sending files from email -Open a file from email -Move between fields -Save the file -Attach and send the file	Lesson F: Occupational projections and worker characteristics Searching the CareerOneStop website to find specific information https://careeronestop.org : Click Explore Careers; under Occupation Profile, search by Occupation		
Unit 9						
Unit 10	Lesson F: Guitar classes Navigating a website - Scroll and swipe a website - Use a hyperlink	Lesson F: Saturday TV schedule Installing an app on a smartphone - Searching for an app - Install an app	Lesson F: Party invitation Organizing, storing, and retrieving documents on a desktop - Create folders and subfolders to categorize documents - Rename, move, copy, and delete files as needed - Utilize search functions to locate specific files quickly - Create zipped files for large amounts of content - Create shortcuts	Lesson F: Hotel room ads Using apps and online tools to plan and manage travel - Exploring websites for bus, train and flight options - Using Google maps to plan routes - Saving digital tickets and boarding passes - Language support - for example, Google translate	Lesson F: Recipe Formatting and customizing documents in Word - Selecting different font sizes types and colors - Bold / Italic / Underline / Strikethrough - Using bullet points and numbered lists - Undo and Redo buttons - Highlighting text - Align text (left / right/ center) - Set margins and page orientation - Insert images shapes and icons - Zooming and viewing modes	Lesson F: Reports / Action plan Identifying plagiarism and avoiding it - Recognizing what constitutes plagiarism (copying, paraphrasing without credit, self-plagiarism) - Using endnotes in Word - Generating and formatting bibliographies automatically - Uploading or pasting text into plagiarism detection tools (e.g., Turnitin, Grammarly, or Quetext) - Assessing the credibility of online sources