

Collect Data and Present it Using Charts/Infographics

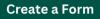


Choose a Tool



Use Google Forms, Microsoft Forms, or SurveyMonkey

Step 2





Start a new form, add questions, and choose the question type.

Customize and Share



Add a title, customize the theme, and share the form via link or email.

Step 4





View responses under the "Responses" tab and export the data as a spreadsheet.

Present Data



Use Excel, Google Sheets, or Canva to create charts and infographics. Customize and share the visuals



Share and Retrieve Files Using Cloud Storage

Steps **Choose a Service**



in to the service.

Click "New" or "Upload" and select files or folders from your computer.

Create folders and move files into them

Right-click on the Click on the shared link file/folder, select "Share," or email, and download enter email addresses, the files if needed. and set permissions.



- Keep your devices updated to ensure security.
- Use strong passwords and enable two-factor authentication.
- · Verify website authenticity by looking for "https://."
- Avoid clicking on suspicious links or emails.
- · Practice caution on public Wi-Fi; consider using a VPN for added security.
- Ensure a stable internet connection for smooth collaboration.
- · Regularly back up your data and restart devices if needed.
- · Follow netiquette by being respectful in online interactions.
- · Use trusted apps for transactions.
- · Monitor your accounts for unusual activity and safeguard personal information.









DIGITAL LITERACY PROGRAM FOR THE INFORMAL SECTOR

Communication and Collaboration

- · Interacting through digital technologies
- Sharing through digital technologies
- Engaging in citizenship through digital technologies
- Collaborating through digital technologies
- Netiquette
- Managing digital identity







Platform

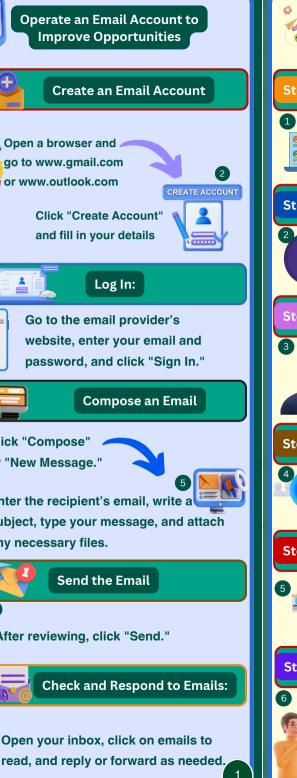






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Participate in Virtual Meetings

Choose a Platform Step 1

Use Zoom, Google Meet, Microsoft Teams, or Skype.

Sign Up or Log In

Create an account or log in to the platform.

Join a Meeting

Click the meeting link or enter the meeting code, and check your audio/video before joining.

Step 4

Host a Meeting



Schedule a meeting, invite participants, and start it at the scheduled time.



Participate Actively



Use chat, reactions, and share your screen if necessary. End the meeting when done.