



## Collect Data and Present it Using Charts/Infographics

### Step 1

#### Choose a Tool



1 Use Google Forms, Microsoft Forms, or SurveyMonkey

### Step 2

#### Create a Form



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

### Step 3

#### Customize and Share



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

### Step 4

#### Collect Responses



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

### Step 5

#### Present Data



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

4



## Share and Retrieve Files Using Cloud Storage

### Steps

#### Choose a Service



1 Use Google Drive, Dropbox, OneDrive, or iCloud

2

Create an account or log in to the service.

3



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

4

Create folders and move files into them

5



Right-click on the file/folder, select "Share," enter email addresses, and set permissions.

Click on the shared link or email, and download the files if needed.

6



### Safety Tips!



- 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.

5



FEDERAL MINISTRY OF COMMUNICATIONS, INNOVATION & DIGITAL ECONOMY



## 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



DL4ALL Project Dashboard



DL4ALL Learning Platform



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## Operate an Email Account to Improve Opportunities

### Step 1 Create an Email Account

1 Open a browser and go to [www.gmail.com](http://www.gmail.com) or [www.outlook.com](http://www.outlook.com)

Click "Create Account" and fill in your details



### Step 2 Log In:

3 Go to the email provider's website, enter your email and password, and click "Sign In."

### Step 3 Compose an Email

4 Click "Compose" or "New Message."

5 Enter the recipient's email, write a subject, type your message, and attach any necessary files.

### Step 4 Send the Email

6 After reviewing, click "Send."

### Step 5 Check and Respond to Emails:

7 Open your inbox, click on emails to read, and reply or forward as needed.

1



## Create Social Media Accounts for Connections & Business

### Step 1 Choose a Platform

1 Decide on a platform like Facebook, Instagram, LinkedIn, or Twitter

### Step 2 Sign Up

2 Go to the platform's website or app, click "Sign Up," and enter your details.

### Step 3 Set Up Your Profile

3 Upload a profile picture, write a bio, and fill in work or education info if using LinkedIn

### Step 4 Connect with People

4 Search for friends or colleagues and click "Connect" or "Follow."

### Step 5 Engage with Content

5 Post updates, like, comment, and share other posts.

### Step 6 Use for Business

6 Promote your products/services and join relevant groups to network

2



## Participate in Virtual Meetings

### Step 1 Choose a Platform

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

### Step 2 Sign Up or Log In

2 Create an account or log in to the platform.

### Step 3 Join a Meeting

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

### Step 4 Host a Meeting

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

### Step 5 Participate Actively

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

3