## USSD Codes

1. Dial the USSD code in the Phone app and call.
2. Follow the instructions displayed on the screen to choose a service.
3. Enter details and confirm the transaction.

## Online Transfer Using Bank Apps

1. Open the bank app and log in
2. Tap "Transfer" or "Send Money
3. Enter recipient details and amount
4. Review and confirm the transaction.
5. Wait for confirmation screen or SMS

## Create and Store Files

1. Turn on your mobile device.
2. Open a word processor
3. Create a new document
4. Type and edit your document.
5. Save



## Business and Educational Use:

1. Open browser
2. Use cloud storage: Sign up for Google Drive, Dropbox, or OneDrive
3. Conduct research: browse to for resources and courses
4. Use communication tools: Email for messages, and Google Meet for meetings.

## Safety Tips!

1. Keep your devices and software updated to maintain security.
2. Use strong, unique passwords and enable two-factor authentication (2FA) for added protection.
3. Verify websites for authenticity by checking for "https://" in the URL.
4. Be cautious of suspicious emails and links.
5. Avoid conducting sensitive transactions when using public WiFi.
6. Consider using a VPN for extra security when on public Wi-Fi.
7. If you encounter issues like failed transactions or app glitches:
   - Check your internet connection.
   - Restart the device or app.
   - Ensure your data is regularly backed up.
8. Use trusted apps for financial transactions.
9. Double-check details before confirming transactions.
10. Monitor your accounts for any unusual activity.



FEDERAL MINISTRY OF COMMUNICATIONS, INNOVATION & DIGITAL ECONOMY
NiTDA National Information Technology Development Agency

DIGITAL LITERACY PROGRAM FOR THE INFORMAL SECTOR

# Devices and Software Operation

- Physical operation of digital devices
- Software operation of digital devices

DL4ALL Project Dashboard

DL4ALL Learning Platform

@NitdaNigeria
Nitda.Nig
Address: No. 28, Port Harcourt Crescent, Off Gimbiya Street, P.M.B 564, Area 11, Garki, Abuja, Nigeria.

## Making Phone Call

1. Unlock phone.
2. Open Phone app
3. Dial number or select contact.
4. Tap green icon to call.
5. Tap red icon to end.

## Sounds Settings

1. Open Settings (gear icon)
2. Go to "Sound" or "Sound & Vibration"
3. Adjust other sound settings (media, alarm, etc.).

## Save Contacts

1. Open the Contacts app: Tap the contacts icon
2. Add a New Contact:
3. Tap the "+" or "Add new contact."
4. Enter the contact's name, phone number, and other details like email.
5. Tap "Save.

## Making Video Call

1. Open Meet, or Skype Video app
2. Choose a contact
3. Tap the video icon to start
4. Tap the red button to end

## Display Settings

1. Go to "Settings" then go to “Display” or "Brightness"
2. Adjust brightness with the slider.
3. Change Wallpaper.
4. Set Screen Timeout.
5. DARK oggle Dark Mode.

## Take Notes

1. Open the Notes app
2. Tap "+" or "New note.
3. Type your note
4. Tap "Save" or close to auto-save.

## Send SMS (Text Messages)

1. Open the Messaging app
2. Tap "+" or "New message.
3. Enter recipient or select contact
4. Type your message
5. Tap the send icon

1

## Privacy Settings

1. Open Settings
2. Go to "Privacy"
3. Manage App Permissions
4. Control Lock Screen Notifications
5. Enable App Lock (if available).

2

## Set an Alarm

1. Open the Clock app
2. Tap "Alarm" or the alarm icon
3. Tap "+" to add an alarm
4. Set the time and tap "Save" or "Done."

3