Create Reports and Presentations

Step 1 — Choose a Tool

1. Popular Tools: Microsoft Word, PowerPoint, Google Docs, Slides.

Step 2 — Create a Text Report

2. Open Word/Docs: Start a new document.

3. Write and Format: Type your report and format it with headings and bullet points.

4. Save: Click "Save As" to save your report as a Word document or PDF.

Step 3 — Create Data Reports

5. Open Excel/Sheets: Start a new spreadsheet.

6. Enter Data: Fill in your data, then create charts.

7. Save: Save your spreadsheet as an Excel file or PDF.

Step 4 — Create Presentation Slides

8. Open PowerPoint/Slides: Start a new presentation.

9. Add Content: Create slides, add text, images, and customize themes.

10. Save: Save your presentation as a PPT or PDF.

Use AI Tools for Reports and Presentations

Step 1 — Choose an AI Tool

1. Popular Tools: Jasper AI, Microsoft Copilot.

Step 2 — Sign Up

2. Create an Account: Sign up with your email.

Step 2 — Generate Content

3. For Reports: Use Jasper AI to create text for your report.

For Presentations: Use Microsoft Copilot to suggest content and designs.

Safety Tips!

- Always keep your apps updated to enhance security.
- Use strong, unique passwords with two-factor authentication.
- Download apps only from trusted sources.
- Be cautious with sharing personal details in photos, videos, and posts.
- Use a VPN when connecting to public Wi-Fi to protect your data.
- Regularly back up your digital content to prevent data loss.
- Add watermarks to your work to protect against unauthorized use.
- Be vigilant for suspicious emails or messages.
- Monitor your online accounts for any unusual activity.
- Limit app permissions to only what's necessary.

DL4ALL
Digital Literacy for All

DIGITAL LITERACY PROGRAM FOR THE INFORMAL SECTOR

Digital Content Creation

- **Developing digital content**
- **Integrating and re-elaborating digital content**
- **Copyright and licenses**
- **Programming**

DL4ALL Project Dashboard

DL4ALL Learning Platform

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Edit Pictures and Videos Using Your Phone

Step 1 — Take a Photo or Record a Video

1. Open the Camera App: Unlock your phone and open the camera

2. Take a Photo: Frame your shot and tap the button to capture.

3. Record a Video: Switch to video mode and tap the button to start and stop recording.

Step 2 — Choose a Free Editing App

4. Photo Apps: Snapseed, PicsArt.

5. Video Apps: InShot, CapCut

Step 3 — Edit a Photo

6. Open the Editing App: Install and open the app, then select your photo

7. Apply Edits: Crop, adjust brightness, and add filters.

   Save: Tap "Save" to keep your edited photo

Step 4 — Edit a Video

8. Open the Video App: Install and open the app, then select your video.

9. Trim and Add Effects: Cut unwanted parts, add music, text, and filters.

10. Save: Tap "Export" to save your video.

1

Engage Social Media Audiences

Step 1 — Choose a Platform

1. Popular Choices: Instagram, TikTok, Facebook

Step 2 — Plan Your Content

2. Decide What to Share: Photos, videos, or live streams.

3. Pick Hashtags: Use popular hashtags to reach more people.

Step 3 — Post Your Content

3. Upload Media: Open the app, tap "+", and select your photo or video

   Write a Caption: Add a brief, engaging caption with hashtags.

   Tag and Post: Tag people or locations, then tap "Post."

Step 4 — Go Live

4. Start a Live Broadcast: Tap "Live," add a description, and start streaming.

   Engage Viewers: Respond to comments during the broadcast.

   End and Save: Tap "End" and choose whether to save the live video.

2

Create Multimedia Content with AI Tools

Step 1 — Choose an AI Tool

1. Popular Tools: Canva AI, Lumen5.

Step 2 — Sign Up

2. Create an Account: Sign up with your email on the tool's website.

Step 3 — Generate Content

3. For Videos: Enter text or a blog link, and let the AI create a video.

4. For Images: Use AI to design images based on your description.

Step 4 — Customize and Save

5. Edit: Adjust scenes, text, or add music.

6. Save: Download your content and share it on social media

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