



Use Voice Search with AI

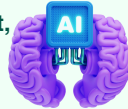
Step 1

Open a voice search tool



1 For Google: Go to www.google.com

For other AI tools: Use Google Assistant, Siri, or Alexa.



Step 2

Start voice search



Click the microphone icon (Google) or say “Hey Siri” or “Alexa” followed by your question.

Step 3

Listen or read the results



Use precise terms like “best laptops under ₦50,000” or “history of Nigeria”.

Step 4

Refine your search if needed



4 Ask follow-up questions or modify your question.

Step 5

Interact with results



Click links or use voice commands for further actions.

4



Check Information Authenticity

Steps

Open the webpage with the information



1 Go to the page where you found the information



2

Look at the top or bottom of the article



3

Find the date near the author’s name or at the beginning/end of the article.



4

Search the author’s name to find more about their background



5

Search for key points from the article to see if other reputable sites report the same

Look for an “About Us” page or use WHOIS to check the site’s owner and credibility

6

Safety Tips!

- Always keep your devices updated to stay secure and solve problems.
- Use strong passwords and enable two-factor authentication for added protection.
- Verify the authenticity of websites by looking for “https://” before entering any sensitive information.
- Be cautious of suspicious links or emails to avoid phishing scams.
- Avoid conducting sensitive transactions when using public Wi-Fi; consider using a VPN for added security.
- If you encounter issues like failed transactions or app glitches:
 - - Check your internet connection.
 - - Restart the app or device.
 - - Ensure your data is backed up regularly.
- Use trusted apps for financial transactions and double-check all details before confirming.
- Monitor your accounts regularly for any unusual activity.

5



FEDERAL MINISTRY OF COMMUNICATIONS, INNOVATION & DIGITAL ECONOMY



DIGITAL LITERACY PROGRAM FOR THE INFORMAL SECTOR

Information and Data Literacy

- Browsing, searching, and filtering data
- Evaluating data, information, and digital content
- Managing Data, information and digital content



DL4ALL Project Dashboard



DL4ALL Learning Platform



@NitdaNigeria

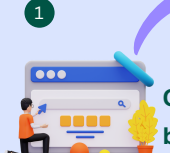



Nitda.Nig




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Step 1 Browse the Web for Opportunities


1  Open a web browser

2  On your mobile device: Click the browser icon (e.g., Chrome, Firefox)


3  On a mobile device: Tap the browser app icon.

4  Type www.google.com in the address bar and press Enter


Step 3 Enter what you're looking for


5  Type keywords like “scholarships,” “job opportunities,” or “how to start a business” and press Enter.

Step 4 Review the results


6  Scroll through the links and click on the ones that look helpful.

Step 5 Save useful links

7  On a computer: Click the star icon to bookmark.

8  On a mobile device: Tap the menu (three dots) and select “Add to Bookmarks.”

Step 6 Check websites for more details

9  Look for sections like “Jobs,” “Scholarships,” or “Resources.”


1

Filling Out and Submitting Online Forms


Step 1 Open the form's webpage

1  Go to the page where the form is located.


Step 2 Read the instructions

2  Make sure you understand what details is needed.


Step 3 Fill in the form

3  Enter your details in each field and select options as needed.


Step 4 Attach files (if required)

4  Click “Browse” or “Choose File” to upload documents like a resume.

Step 5 Review your information

5  Check that all details is inserted correctly.


Step 6 Submit the form

6  Click “Submit” or “Send,” then look for a confirmation message.

2

Use Search Engines for Specific Information


Step 1 Open a web browser

1  Follow the same steps to open your preferred browser.

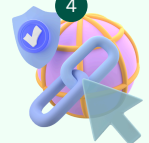
Step 2 Go to a search engine

2  Type www.google.com and press Enter


Step 3 Enter specific keywords

3  Use precise terms like “best laptops under ₹50,000” or “Weather Information for farmers.”

Step 4 Use filters if needed

4  Click on “Settings” or “Tools” to refine your search by time or location

Step 5 Check and select results

5  Click on links to find detailed information

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