

Second
Chance

Session 1

Digital Empowerment: Discovering Technology

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Session 1

1. Welcome and course objectives
2. Introductions and sharing of technology experiences
3. Co-creation of social agreements
4. Reflection on technology
5. Identification of obstacles and resources

Session 1
(cont.)

6. Gender stereotypes and inclusion of women in the digital world

7. First steps with devices

8. Becoming familiar with your device

9. Introduction to the internet

10. Conclusions


A photograph of a woman in a classroom setting, wearing a colorful, textured shawl. She is seated at a desk with a white keyboard, looking towards the right. In the background, other students are visible, some wearing glasses. The image is overlaid with a large red hexagonal graphic on the left side and several white curved lines on the right side.

1. Welcome and course objectives



Course objective

At the end of the course, you will understand the basics of **using computers and tablets**, and know how to do **internet searches**, **evaluate information**, **communicate** online securely, create **digital content**, use **social networks**, participate in **digital citizenship**, and feel **included** in the digital world.



What will you do in the course?

1. Take your first steps in using **computers and tablets**
2. Perform **Internet searches** and evaluate the information
3. **Communicate online**
4. Create **digital content**
5. Manage your **digital identity** and how to use social **networks**
6. Participate as **digital citizens**
7. Feel included in the **digital world!**



Session objective

At the end of the session, you should be able to **use devices** in a basic way, understand the **practical uses of the internet**, and recognize **gender stereotypes in technology**.



What will you do in the session?

1. Understand the **objectives** and what is expected of the course.
2. Create an **environment of trust and collaboration** among all.
3. Establish **agreements for a good coexistence** during the course.
4. Reflect on how **we use technology** in our lives.
5. Identify **obstacles and resources** to overcome technological problems.
6. Learn how to use **digital devices and the Internet**.
7. Promote the **inclusion and empowerment of women in the digital field, overcoming gender stereotypes**.

2. Introductions and sharing of technology experiences



Photo: UN Women/Dzilam Mendez

3. Co-creation of social agreements





Social agreements

- What agreements do you think we need to build a safe and entertaining learning environment?
- What do all of us here have to commit to?

4. Reflection on technology



Photo: UN Women/Dzilam Mendez



5. Identification of obstacles and resources



Obstacle:

An individual barrier that hinders the use and full exploitation of technological tools.



Resources to overcome challenges:

Tools, support and strategies that facilitate the acquisition and effective use of technological skills

6. Gender stereotypes and inclusion of women in the digital world





Gender norms

They are informal rules that dictate how we should think and behave according to society's expectations.

We internalize and learn these rules from an early age. They can determine the toys given to boys and girls, their behaviors, the shapes and colors of their clothes, as well as the roles they aspire to.



Gender stereotypes

When gender norms make oversimplified and often incorrect generalizations about what women and men can do, those are known as stereotypes.

These are beliefs or widely held generalizations about how women and men are and what their capabilities are.



Gender roles

They are roles and behaviors that a society considers appropriate for women and men.

These roles are influenced by gender norms and may determine, for example, who takes care of children or who works outside the home.



Photo: UN Women/Dzilam Mendez

**Let's talk about gender
stereotypes, norms,
and roles**



Photo: UN Women/Dzilam Mendez

Let's talk about inclusion of women in the digital world

7. First steps with devices

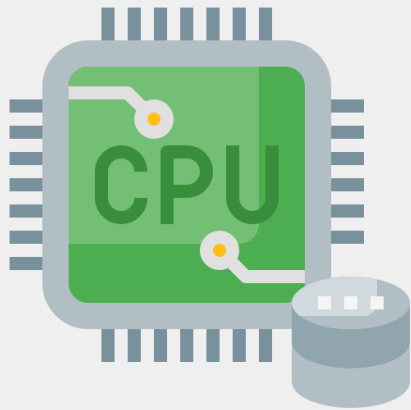




8. Becoming familiar with your device

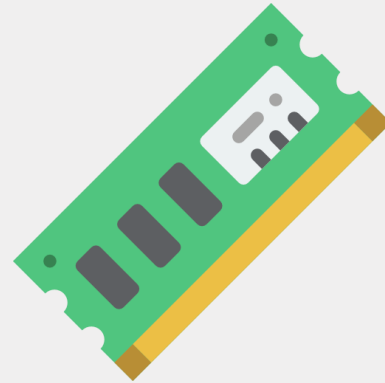
Photo: UN Women/Dzilam Mendez

Internal components of the computer



CPU
Central Processing Unit

“The brain of the computer”



RAM Memory
Random-access memory

“Memory that loads applications”



Hard Disk
storage unit

“Where data, photos, videos, documents, etc. are stored”

External components of the computer



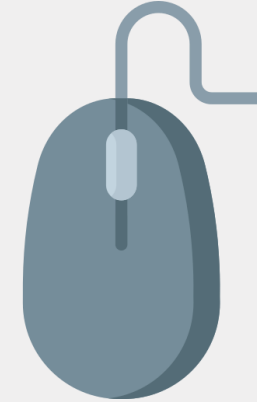
Monitor
Display visual information

“Computer screen”



Keyboard
Text entry device

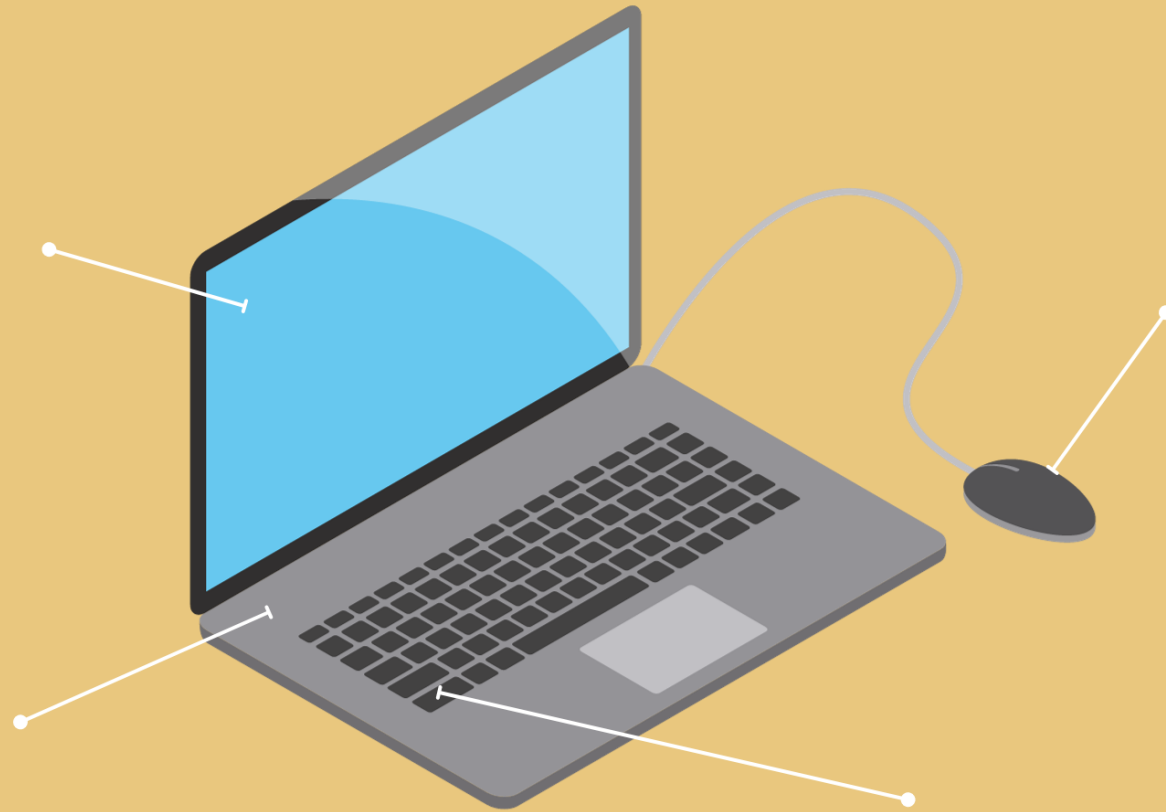
“Writing texts”



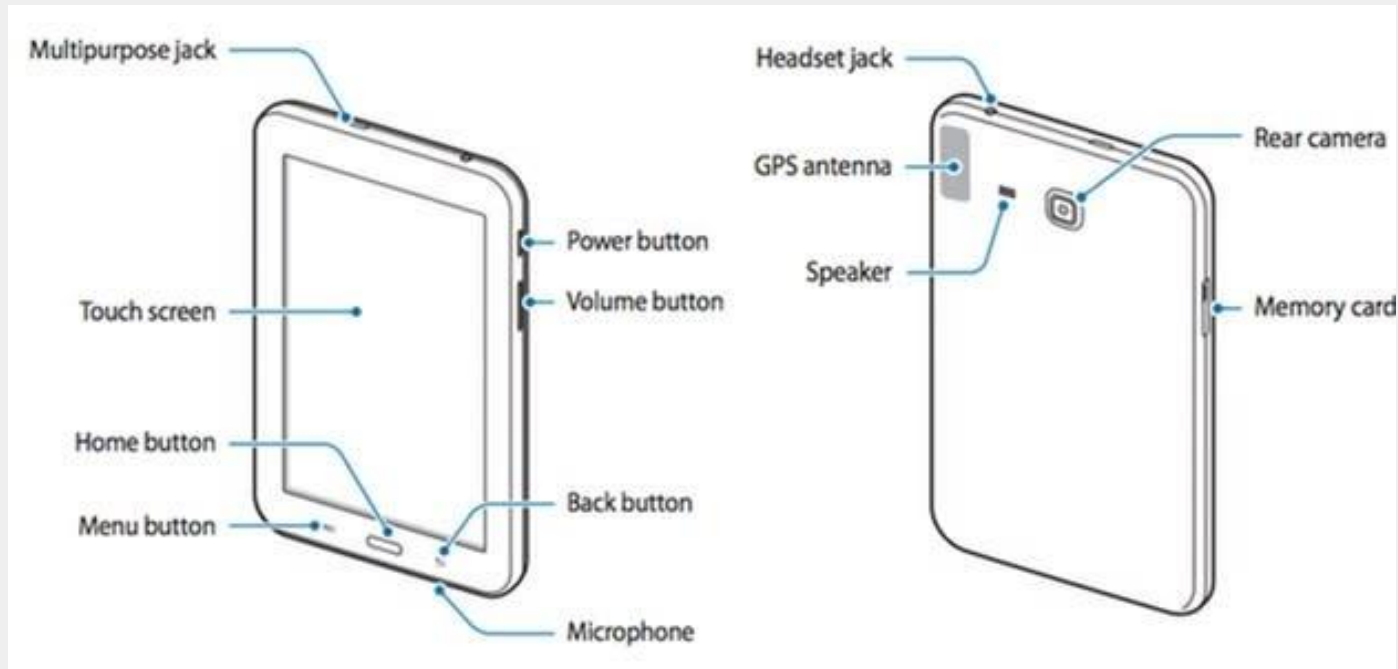
Mouse
Input device

“Controlling the computer”

Which are the components of the computer?



Components of a tablet



A photograph of a woman with long dark hair pointing at a computer monitor in a classroom or computer lab. Another woman with glasses and a black lace top is seated in the foreground, looking at the monitor. The background shows several other computer workstations. A large red hexagonal graphic is overlaid on the left side of the image, containing the text '9. Introduction to the Internet'. In the top right corner, there are three white curved lines. In the bottom right corner, there is a dark blue banner with white text.

9. Introduction to the Internet

10. Conclusions

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Session 2

Digital Empowerment: Discovering Technology

Session 2

1. Welcome
2. Connecting to the internet and browsing
3. Using Google Chrome to browse the internet
4. Searching on Google
5. Conclusions

1. Welcome



What did we do in the previous session?


- Think about our experiences with technology
- Think about the obstacles we face in the digital world and how we might get around them
- Reflect on gender stereotypes and the inclusion of women in the digital world
- Understand the basics of devices
- Understand the basics of the internet



Session objectives

At the end of this session, you should be able to:

- Independently connect a **computer** and a **tablet** to the **Wi-Fi** network.
- Use **Google Chrome** to **browse** the **Internet**.
- Carry out a **Google search** to find relevant and accurate information.



What will you learn in this session?

- How to **connect** to and **browse the internet**
- How to use Google **Chrome** to **browse the Internet**
- How to find information online using **Google Search**

2. Connecting to the internet and browsing



Internet

- The internet is a network of many computers connected around the world.
- It enables the exchange of information and data worldwide.
- The Internet is the basis of digital communication and provides access to many useful tools.



Connecting to the internet

- Connecting to the internet establishes a connection from a device, such as a computer or tablet to the global network.
- This can be done through wired or wireless connections.



Wi-Fi

- Wi-Fi is a wireless technology that allows connection to the internet without physical cables.
- It is widely used in homes and public places to provide Internet access to mobile devices.



Hands-on: How to connect to a Wi-Fi network



Web browsing

- You browse and view web pages in an internet **browser**.
- Browsers, such as Chrome or Firefox, are programs that allow you to access websites and browse their content.




Web addresses

- Unique identifiers used to access specific websites.
- They consist of a domain name and an extension, such as ".com" or ".org".
 - Example: Google.com, unwomen.org.




Types of web addresses

- **.com**: Comercial
- **.org**: Organizations
- **.net**: Technology companies
- **.gov**: Government
- Countries: **.mx** (Mexico), **.cm** (Cameroon), **.jm** (Jamaica), **.au** (Australia)



Type of search engines

- **Search engines** are online tools that allow users to search for information on the web.
- **Google and Bing** are the most popular, offering functions such as maps, news, and weather.
- **Keywords** are words or phrases you type into Google or Bing to find what you need.



Difference between web page, browser, and search engine

- **Web page:** A document on the Internet that can contain text, images, videos, and links to other pages.
- **Browser:** A program that allows users to view web pages (e.g., Chrome, Firefox).
- **Search engine:** An online tool that helps users find specific web pages (e.g., Google, Bing).



Safe browsing tips

Public Wi-Fi:

- Avoid using public Wi-Fi unless you trust the organization providing it. Public Wi-Fi can be a risk, as malicious individuals might be able to see your private information. Therefore, it is crucial that the organization providing the Wi-Fi is trusted.
- If you need to use public Wi-Fi, avoid sensitive transactions such as online banking.



Safe browsing tips

Web addresses

If you open a document or website on the internet and the address bar says 'Not Secure,' avoid opening it or ask for assistance.





Safe browsing tips

Search engines

Use search engines such as Google or Bing to find information. Both are safe browsers; you just need to consider the results. In the following activities, we will learn how to analyze these results.

3. Using Google Chrome to browse the internet



4. Searching on Google



Photo: UN Women/Dzilam Mendez

5. Conclusions



What did we do in this session?

- **Connected** to and **browsed the Internet**
- Used Google **Chrome** to **browse the Internet**
- Did a search on Google **Search**

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Session 3


Digital Women: Communication and Security Online

Second
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Session 3

1. Welcome
2. What is a password and how to create a strong one
3. Introduction to online communication and creating a Google account
4. Evaluating online information and digital content
5. Sending text, photos and videos online
6. Conclusions

1. Welcome



**What did you
learn in the
previous
session?**


- Internet connection and browsing
- Using Google Chrome to browse the Internet
- Searching on Google



Session objectives

At the end of this session, you should:

- **be able to create secure passwords**
- have a **Google account** of your own – the first step in **online communication**
- know how to **evaluate** what you see and read online
- be able to send **texts, photos, and videos** online.



What will you learn in this session?

- How to create **secure** and easy-to-remember **passwords**.
- How to create a **Google account** and what it offers.
- How to **evaluate** what you see and read online.
- How to send **texts, photos, and videos** online.

2. What is a password and how to create a strong one



Better safe than sorry

Digital communication allows us to connect with friends and family, but it also comes with security risks.



Better safe than sorry



It is important to protect our devices and data with screen locks and passwords.

A password is a series of letters and numbers that only you know.

Anyone who does not know it will not be able to access your phone, Facebook account, bank account, etc.






Better safe than sorry

Avoid common passwords such as "123456" or "password".

Do not use your name or simple words.





The need for strong passwords

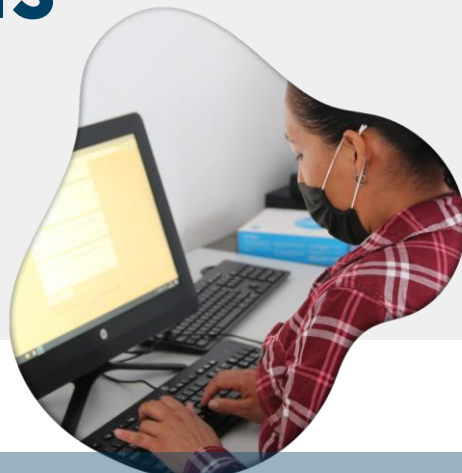


Photo: UN Women/Dzilam Mendez

Sometimes, someone may try to access our personal information without permission, even with the intent to steal it or cause us harm.

Strong passwords help keep our information secure.

A strong password is one that is difficult to guess.






The need for strong passwords

A strong password protects important things like your email and bank accounts.






The need for strong passwords

With a weak password, someone could steal your personal information or break into your accounts.





The need for strong passwords


A **screen lock** is a security measure that requires a password such as a:

- **PIN** (Personal Identification Number): a short number, like a password
- **Pattern** (A figure made with lines)





How to create a strong password 4 steps

- 
1. **Think of a phrase** that you will remember: the lyrics of your favourite song, the title of a book, a phrase from a movie, etc.
 2. **Choose the first letter** or the first two letters of each word in the sentence.
 3. **Replace** some letters with symbols or numbers.
 4. Write some **letters in uppercase** and some in lowercase.

Here is an example:





How to create a strong password

Step 1 of 4

1. **Think of a phrase**, such as from a song, a film or a proverb.

Example:

“nobody is born wise”



How to create a strong password

Step 2 of 4

2. Choose the **first letter** or the **first two letters** of each word.

“**nobody is born wise**”

= **noisbowi**



How to create a strong password

Step 3 of 4

3. Replace some letters with symbols or numbers.

“**n**obody **1s** **born** **w1se**”
= **no1sbow!**



How to create a strong password

Step 4 of 4

4. Write some letters in uppercase and some in lowercase.

“**N**obody **1**s **b**orn **w1**se”
= **No1sbow1**



How to create a strong password

The final password is:

No1sbow!



Examples of weak passwords

- **Personal information** (such as date of birth or children's names - easy to work out).
- **12345 or password** (these are the most common and most guessed passwords).
- **Cat or 2023** or other common words that are easy to guess.



Examples of strong passwords

- MyDog\$Rex2022!
- ILoVeR0ck&Roll!





Practical exercise

1. Work in pairs.
2. You have 60 seconds to create a password.
3. After 60 seconds, write your password on the whiteboard/flip chart.



3. Introduction to online communication and creating a Google account





Importance of a Google account

A Google account provides access to many valuable services with a single username and password, including Gmail, Drive, and Calendar, all at no cost.





Create a Google account

Step 1: Go to:
<https://accounts.google.com/signin> or type Sign in Google Account in the search engine.



Create a Google account

Step 1: Go to:

<https://accounts.google.com/signin>

or type Sign in Google Account in the search engine.



Sign in

Use your Google Account

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more about using Guest mode](#)



[Create account](#)

[Next](#)



Step 2: Click on “Create Account”.

Create a Google account



Sign in

Use your Google Account

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more about using Guest mode](#)

 [Create account](#)

[Next](#)



Step 3: Click on “For my personal use”.

Create a Google account



Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use another device to sign in.
[Learn more about using another device](#)

For my personal use

For my child

For work or my business

[Create account](#)

[Next](#)



Step 4: Type your first name and last name and click on “Next”.

Create a Google account



Create a Google Account

Enter your name

Next



Step 5: Type your date of birth and gender and click on “Next”.

Create a Google account



Basic information

Enter your birthday and gender

Month ▼

Day

Year

Gender ▼

[Why we ask for birthday and gender](#)

Next

Create a Google account

Step 6: Create a username, which will be your email address, and click on “Next.” If you already have an email address, click on “Use your existing email” and enter your email address.



The screenshot shows the 'Choose your Gmail address' step of the Google account creation process. It features the Google 'G' logo at the top left. Below the logo, the heading 'Choose your Gmail address' is displayed, followed by the instruction 'Pick a Gmail address or create your own'. There are three radio button options: 'g3154789@gmail.com', 'ga485711@gmail.com', and 'Create your own Gmail address'. The 'Create your own Gmail address' option is selected. Below these options is a text input field with the placeholder 'Create a Gmail address' and a pre-filled '@gmail.com' domain. A note below the field states 'You can use letters, numbers & periods'. At the bottom right, there are two buttons: 'Use your existing email' and a blue 'Next' button.

Create a Google account

Step 7: Create a password using the technique mentioned above and write it down in a safe place so you will not forget it.



Create a strong password

Create a strong password with a mix of letters, numbers and symbols

 Show password[Next](#)

Create a Google account

Step 8: Add an additional email to recover your account or click on “Skip”.



The screenshot shows the Google account recovery interface. At the top left is the Google logo. The main heading is "Add recovery email". Below this is a text box with the instruction: "The address where Google can contact you if there's unusual activity in your account or if you get locked out." To the right of this text is a rectangular input field with the placeholder text "Recovery email address". At the bottom of the form are two rounded buttons: "Skip" on the left and "Next" on the right.



Step 9: Review the information and click on “Next”.

Create a Google account



Review your account info



Martha López
rosylopezperez696@gmail.com

You can use this email address to sign in later

Next



Step 10: In Privacy and Terms click on “I agree”.

Create a Google account



Privacy and Terms

Cancel



I agree



Change the language of your account

If your account is in another language, change the language with the following steps:



Change the language of your account

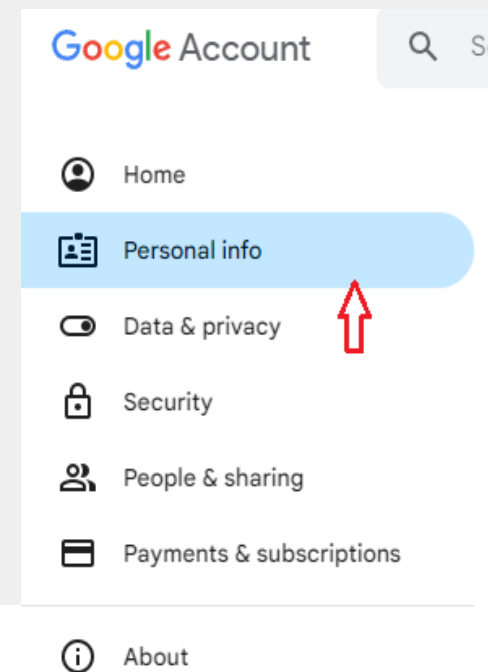
Step 1: Open

<https://myaccount.google.com/>



Change the language of your account

Step 2: Click on “Personal Info”





Change the language of your account

Step 3: Click on “Language”.


General preferences for the web

Manage settings for Google services on the web

 Language >
English (United States)


 Input Tools >
Type more easily in your language

 Accessibility >
High-contrast colors OFF





Change the language of your account

Step 4: If the preferred language is different from yours, click on the pencil icon.



Preferred Language

English
United States





Change the language of your account

Step 5: Search for the language and then select the country.

Preferred Language

English
United States





Once you have created an account, we will look at each Google application.

Exploring Google apps





Gmail



E-mail service.



Drive



Storage of documents, images and videos on the Internet.



Docs



**Online word processor similar to
Microsoft Word.**

Sheets



Tool to create and edit spreadsheets. A spreadsheet organizes information in rows and columns in the form of a table and allows for calculations such as addition, subtraction, percentages, etc.

Slides



**Tool to create slide presentations,
similar to PowerPoint.**

Calendar



Tool to manage events and appointments.

4. Evaluating online information and digital content





The New Yorky Times

Thursday, February 23th, 2023

Chocolate cures all diseases



Fake news



BOT

A **bot** is a program that performs automated tasks on the Internet.

Some bots are good, like virtual assistants, but others are bad and can spread false information.



Phishing

Phishing is when someone impersonates another person or company to get your personal information.

Example of a phishing email: You receive an email that says:

“Your account has been locked. Click here to verify your identity”.



Catfishing

Catfishing is when someone creates a fake profile on the internet to lure others.

Example: Someone might use fake photos and made-up details to impersonate someone else and ask you for money.



Malicious

On the internet, **malicious** refers to actions or programs designed to cause harm.

Example: Viruses can delete files from your computer or steal your personal information.



Reliable

Reliable means you can trust the information because it comes from a reliable source.

Example: Reliable sources include university websites, reputable news organizations, and government agencies.



Disinformation

Disinformation is false information that is spread in order to mislead people.

Example: A fake news story claiming that drinking lemon juice cures cancer, with no scientific basis.



False information

False information is created to deceive people. It includes fabricated news, unfounded rumors and manipulated data.

It can be spread through social networks, websites and emails, misinforming the public and affecting public opinion.



Warning signs

Warning signs indicate that information may not be reliable.

Examples include exaggerated titles, misspellings and incorrect web addresses.



Reflection about gender norms and stereotypes online





Your Amazon account has been locked

Dear customer,

We have locked your Amazon account because our service detected two unauthorized devices. Our service has protected your account from someone who has accessed your Amazon account from another devices and locations.

Before someone can change your account information or order some item with your credit / debit card bill. For your security, we have locked your Amazon account.

To continue using your account again, we advise you to update the information before 24 hours or your account will be Permanently locked.

How do I unlock my account?

You need to verify your Amazon account and complete the data information that has been printed on your account when you first registered.

[Verify your account](#)

Amazon service

Foto: Google for Education

LastPass Security Notice ▶ Inbox x



LastPass <LastPass@secure-monitor.com>
to me ▾

LastPass ****

Dear LastPass User,

We wanted to alert you that, recently, our team discovered and immediately blocked suspicious activity on our network. Some user vault data was taken including email addresses and passwords.

To be sure that your information was NOT compromised, we have built [this secure web site](#) where you can enter your last pass login information and we can tell you if your account was one that was compromised.

We apologize for the inconvenience, but ultimately we believe this will better protect LastPass users. Thank you for your understanding, and for using LastPass.

Regards,
The LastPass Team

[Learn More](#)

Foto: Google for Education

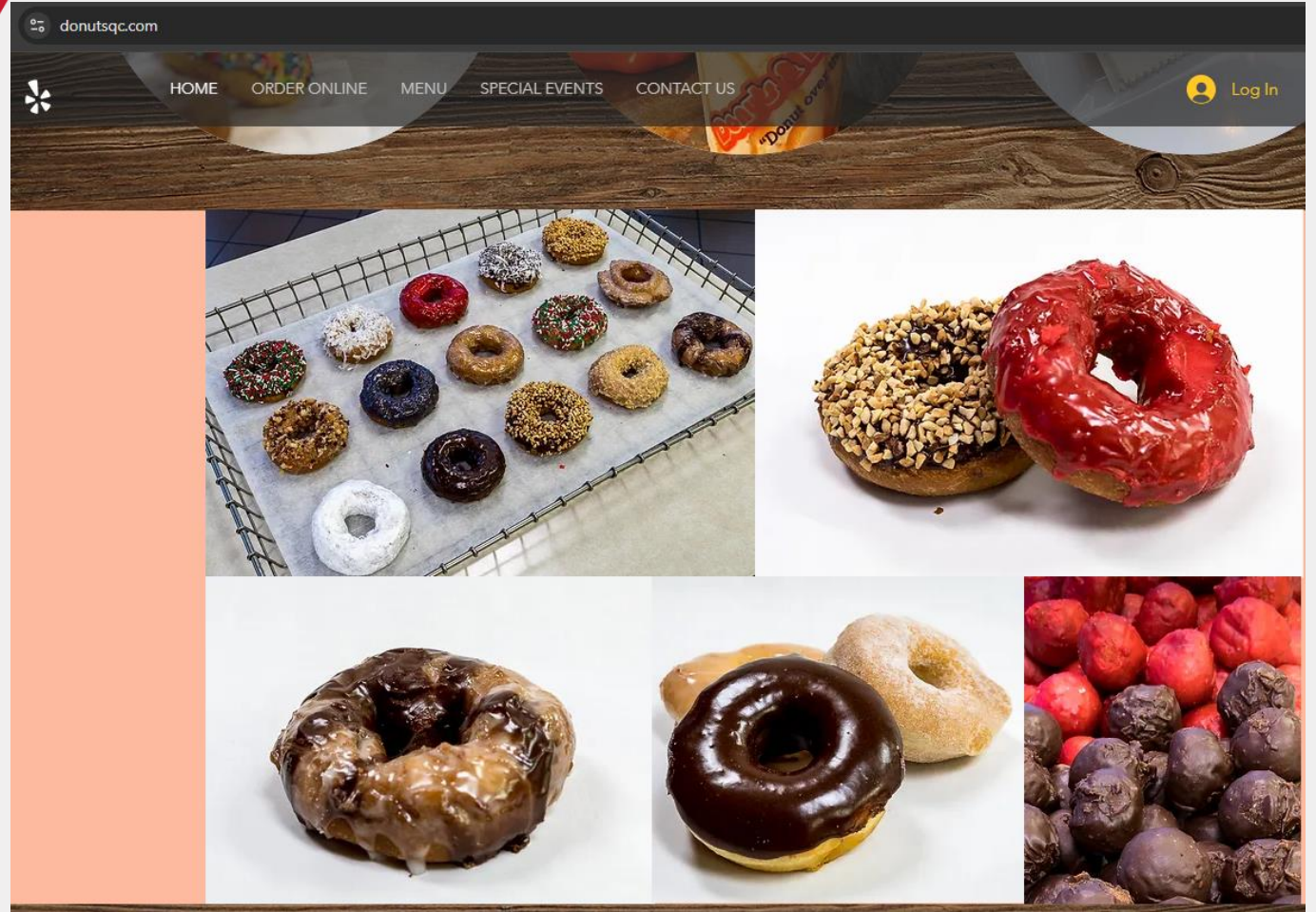


Photo: Donutsqc page

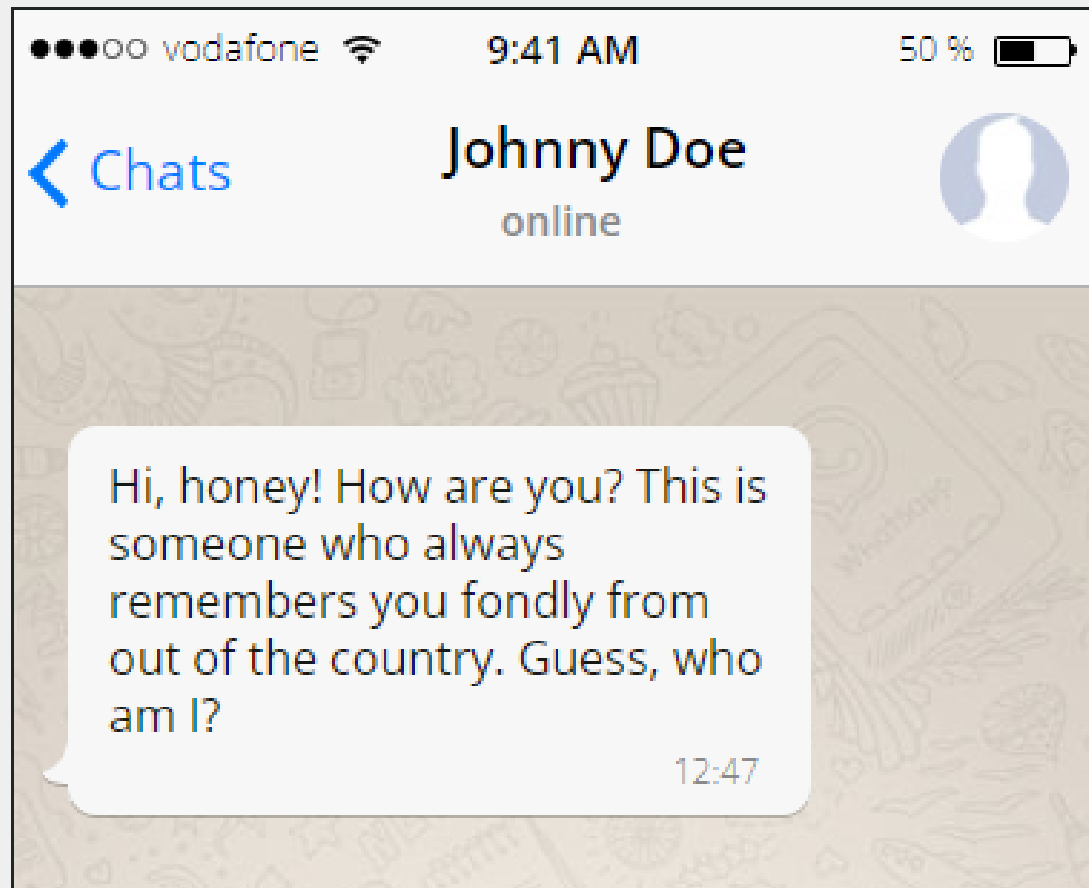


Photo: Fake WhatsApp Chat Generator

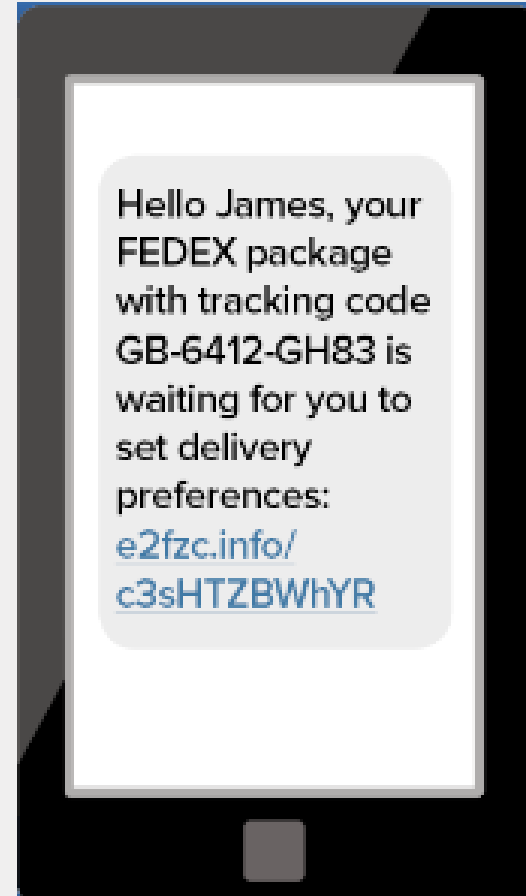



Photo: Federal Trade Commission



Naomi Surugaba [azlin@moa.gov.my]

   Actions

Inbox

Monday, March 10, 2014 1:18 PM

Dear Beloved Friend,

I know this message will come to you as surprised but permit me of my desire to go into business relationship with you.

I am Miss Naomi Surugaba a daughter to late Al-badari Surugaba of Libya whom was murdered during the recent civil war in Libya in March 2011, before his death my late father was a strong supporter and a member of late Moammar Gadhafi Government in Tripoli. Meanwhile before the incident, my late Father came to Cotonou Benin republic with the sum of USD4, 200,000.00 (US\$4.2M) which he deposited in a Bank here in Cotonou Benin Republic West Africa for safe keeping.

I am here seeking for an avenue to transfer the fund to you in only you`re reliable and trustworthy person to Investment the fund. I am here in Benin Republic because of the death of my parent`s and I want you to help me transfer the fund into your bank account for investment purpose.

Please I will offer you 20% of the total sum of USD4.2M for your assistance. Please I wish to transfer the fund urgently without delay into your account and also wish to relocate to your country due to the poor condition in Benin, as to enable me continue my education as I was a medical student before the sudden death of my parent`s. Reply to my alternative email:missnaomisurugaba2@hotmail.com, Your immediate response would be appreciated.

Remain blessed,

Miss Naomi Surugaba.

Foto: InfoBAE



5. Sending text, photos and videos online




WhatsApp



Gmail

10. Conclusions



What did you learn in this session?

- How to create secure and easy-to-remember **passwords**.
- How to create a **Google account** - the first steps in **online communication**.
- How to **evaluate** information you read or see online.
- How to **send texts, photos, and videos** online.

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Session 4

**Women Creators: Digital
Content Basics**

Session 4

1. Welcome
2. Types of digital content
3. Creating documents in Google Docs
4. Organizing information with spreadsheets
5. Creating content in Canva
6. Conclusions

1 Welcome



Session objective

At the end of the session, you should be able to:

- manage and create **digital content**.
- understand the importance of **organizing information**.
- use essential **digital tools** to create **documents and spreadsheets** and design **visual content**.



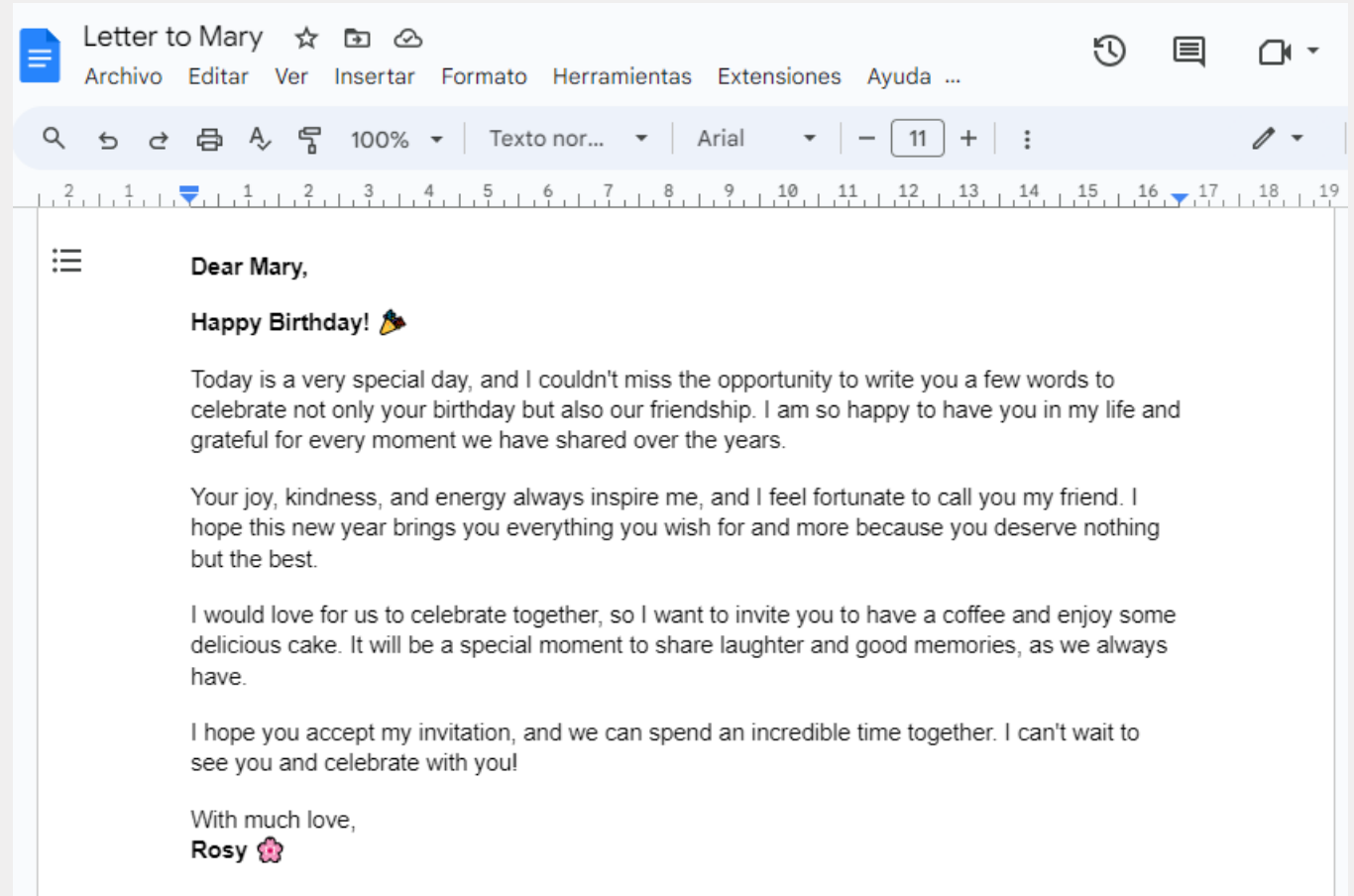
What will you do in this session?

- Learn about different types of **digital content**.
- Create a **document** in Microsoft Word/Google Docs.
- Organize information in a **spreadsheet**.
- Create content in **Canva**.

2. Types of digital content

Documents

Examples of digital text



The screenshot shows a digital document titled "Letter to Mary" in a word processing application. The interface includes a menu bar with options like "Archivo", "Editar", "Ver", "Insertar", "Formato", "Herramientas", "Extensiones", and "Ayuda ...". Below the menu is a toolbar with icons for search, undo, redo, print, and font settings. The font is set to Arial, size 11. The document content is as follows:

Dear Mary,

Happy Birthday! 🎂

Today is a very special day, and I couldn't miss the opportunity to write you a few words to celebrate not only your birthday but also our friendship. I am so happy to have you in my life and grateful for every moment we have shared over the years.

Your joy, kindness, and energy always inspire me, and I feel fortunate to call you my friend. I hope this new year brings you everything you wish for and more because you deserve nothing but the best.

I would love for us to celebrate together, so I want to invite you to have a coffee and enjoy some delicious cake. It will be a special moment to share laughter and good memories, as we always have.

I hope you accept my invitation, and we can spend an incredible time together. I can't wait to see you and celebrate with you!

With much love,
Rosy 🌸

Examples of digital text

E-mails

Room Reservation Request for the Annual Knitting Meeting - August 24, 2024

Recipients

Room Reservation Request for the Annual Knitting Meeting - August 24, 2024

Dear representatives of the Cultural Center "Flying Birds"

I am writing to kindly request the reservation of one of the workshop rooms at your facilities located in Rosas Park, for Saturday, August 24, 2024. This reservation is intended for our annual neighborhood knitting meeting, an event we have successfully held in previous years.

On this occasion, we would like to request a total of 15 chairs, as the group has grown and we want to accommodate all participants comfortably.

We thank you in advance for your support and the opportunity to use your facilities once again. Last year's event was a great success, and we are confident that with your collaboration, this edition will be equally memorable.

I look forward to your confirmation and any additional details you may need to proceed with the reservation.

Thank you for your attention and support. I send you my best regards.

Sincerely,
Rose Peterson

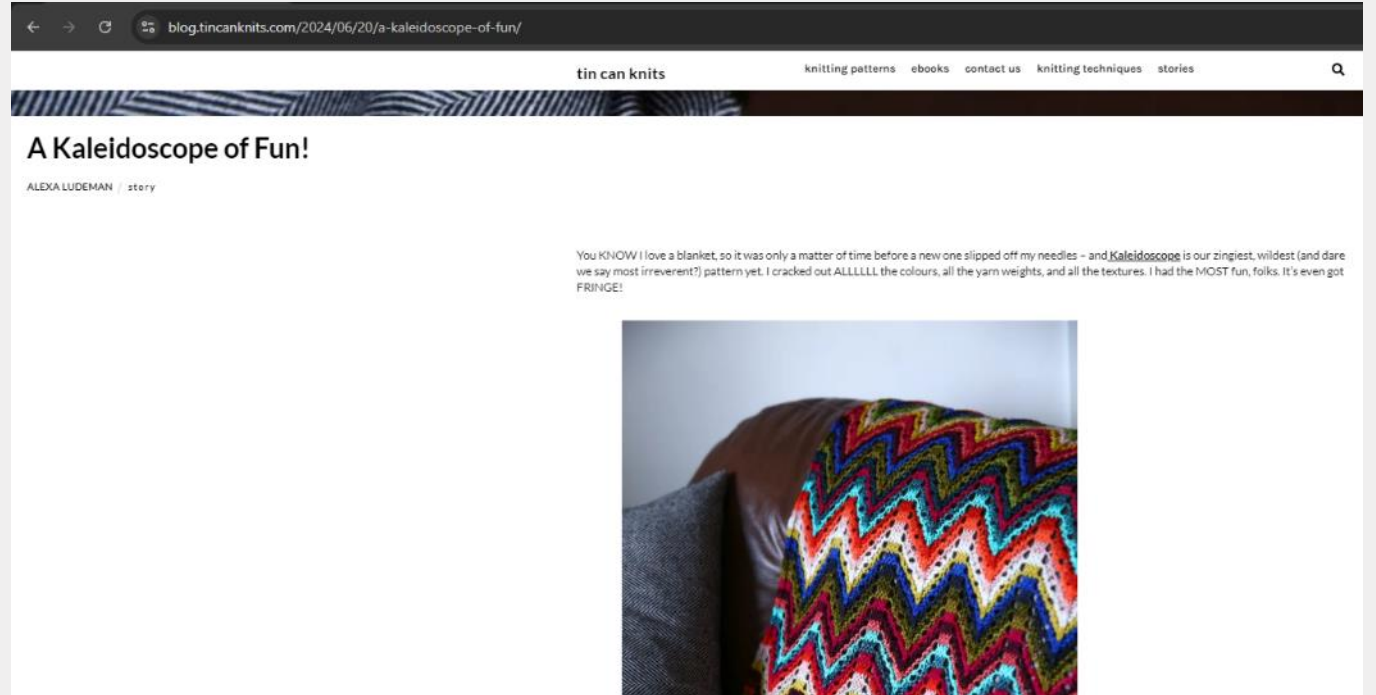
↶ ↷ Sans Serif ↕ ↶ ↷ **B** *I* U A ↕ ☰ ☷ ☸ ☹ ↕

Send



Blogs (Internet journals)

Examples of digital text





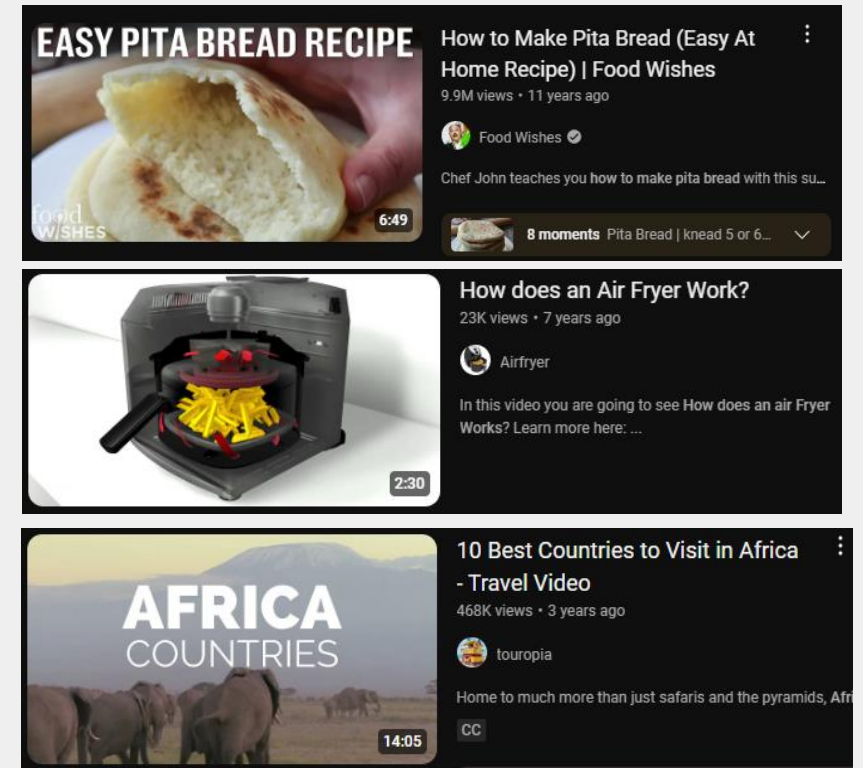
Examples of digital images

- Photos
- Graphics or illustrations



Examples of digital videos

- Recipes
- Tutorials
- Travel




Podcasts

Examples of digital audio



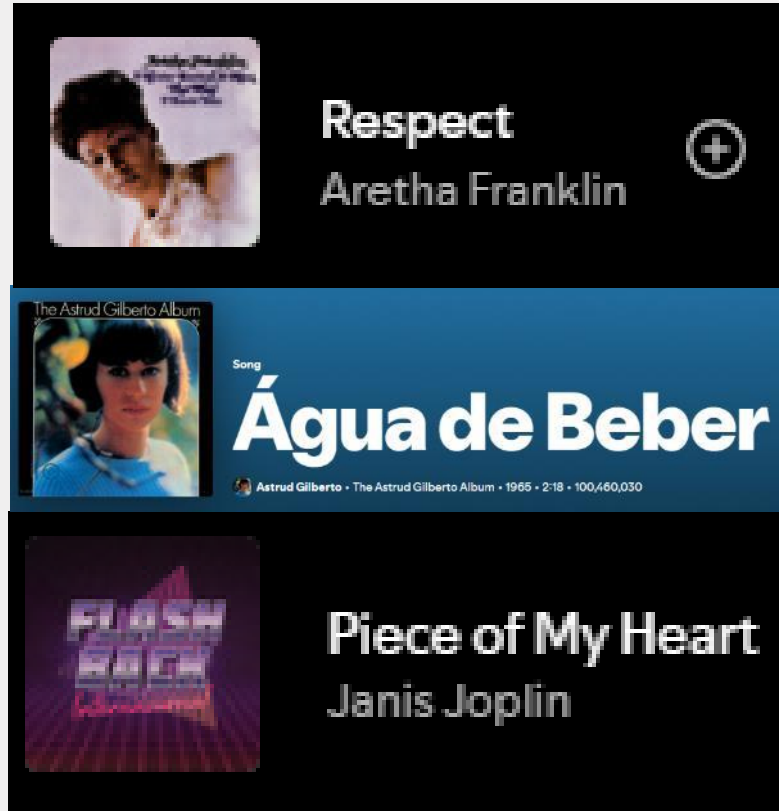
make good: a knitting podcast



Podcast • Scratch Supply Co.





Examples of digital audio

Music



 **Respect**
Aretha Franklin 

 The Astrud Gilberto Album
Song **Água de Beber**
Astrud Gilberto • The Astrud Gilberto Album • 1965 • 2:18 • 100,460,030

 **Piece of My Heart**
Janis Joplin

Voice messages

Examples of digital audio



3. Creating documents in Google Docs



Google Docs

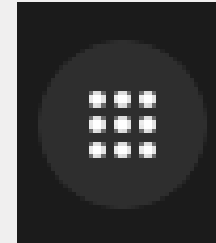


- A powerful and free tool for creating and editing documents online.
- You will open Google Docs, explore its interface, write and format text, and save and share your document.

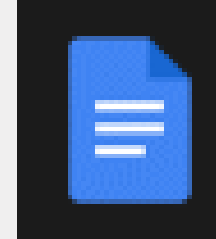


How to open Google Docs

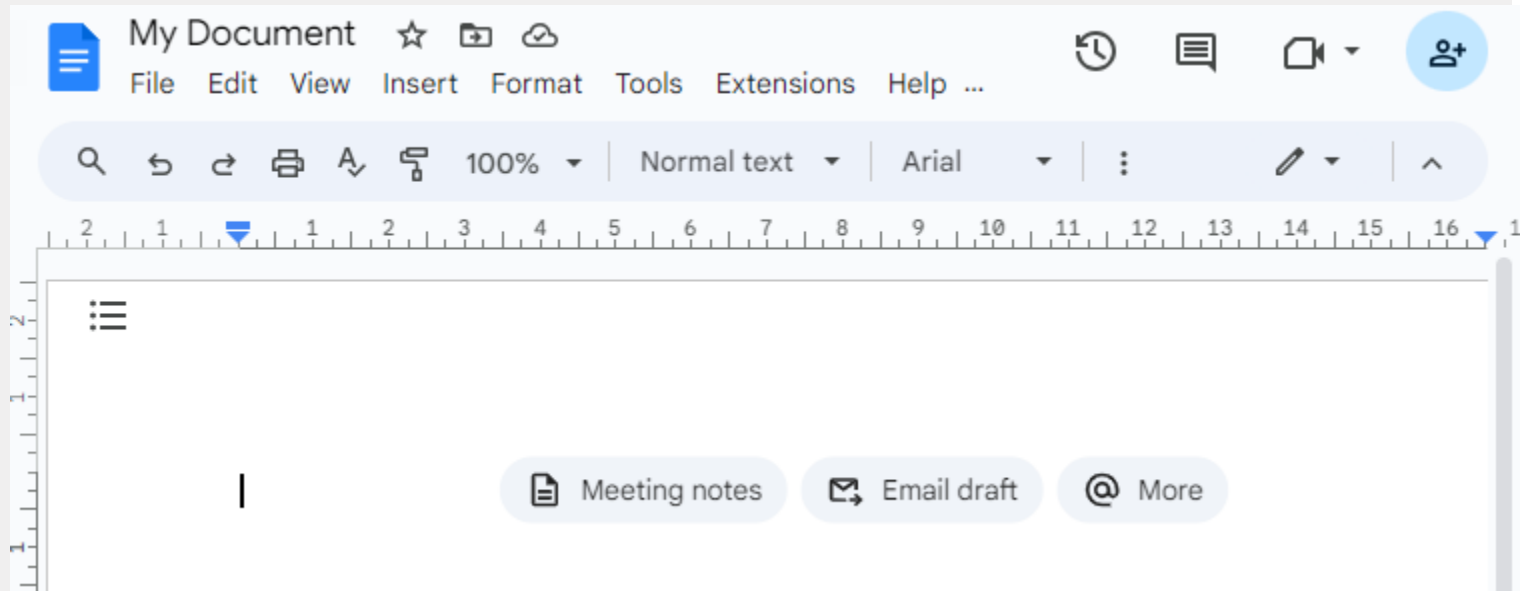
- 1. Apps:



- 2. Docs:



Basic features of Google Docs





How to write and format text

- **Type text:** simply start typing in the writing area.
- **Bold:** select the text and click on the "B" icon or use Ctrl + B.
- **Italic:** select the text and click on the "I" icon or use Ctrl + I.
- **Underline:** select the text and click the "U" icon or use Ctrl + U.



How to save and share a document

- **Save:** Google Docs automatically saves your work.
- **Share:** Click the "Share" button in the upper right corner.
 - Enter the email addresses of the people you want to share with.
 - Select the permissions (Viewer, Commenter, Editor) and click on "Send."

4. Organizing information with spreadsheets



Photo: UN Women/Dzilam Mendez



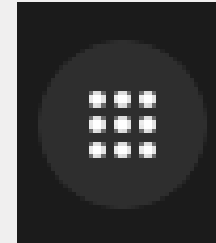
Example of spreadsheet

	A	B	C	D
1	Shopping List			
2	Quantity	Product	Price	Subtotal
3	3	Paper	20	60
4	6	Pens	30	180
5	1	Masking tape	15	15
6	9	Paper clips	2	18
7			Total	273
8				
9				

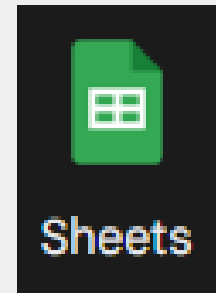


How to open Google Sheets

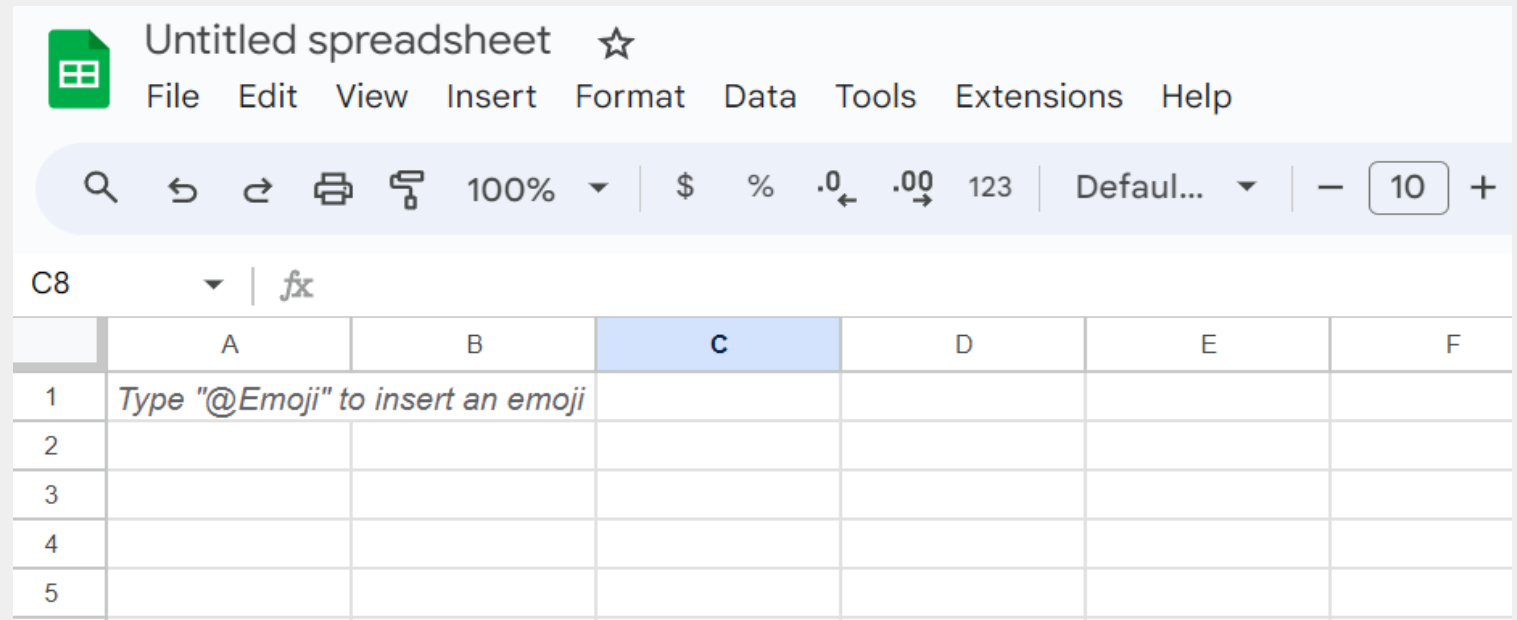
- 1. Apps:



- 2. Docs:



Basic features of Google Sheets






How to enter data in cells

	A	B
1	Number	1,523.23
2	Accounting	\$1,523.23
3	Text	Hello
4	Date	12/23/2025
5	Time	3:05 p.m.



How to change the formatting of cells

Bold	
<i>Italic</i>	
<u>Underline</u>	
Strikethrough	
Red	
Green	



How to perform basic operations (sum, average)

- Σ
- SUM
- AVERAGE
- COUNT
- MAX
- MIN



	2
	5
	9
?	=sum(D8:D10)





5. Creating content in Canva


How to log in to Canva

Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free)!

 Continue with Google

 Continue with Facebook

 Continue with email

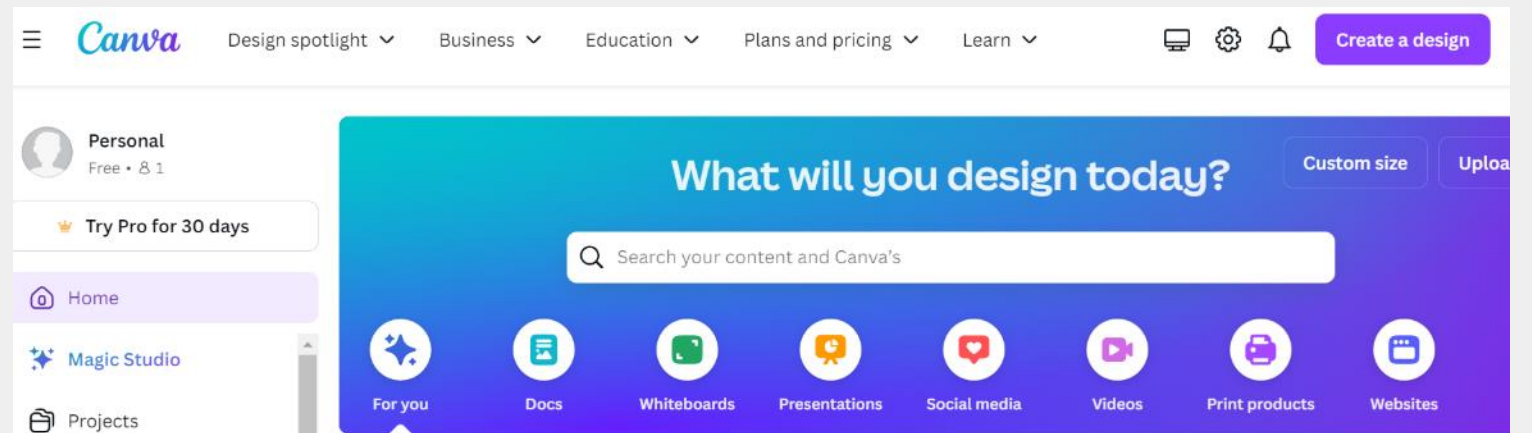
Continue another way

By continuing, you agree to Canva's [Terms of Use](#).
Read our [Privacy Policy](#).

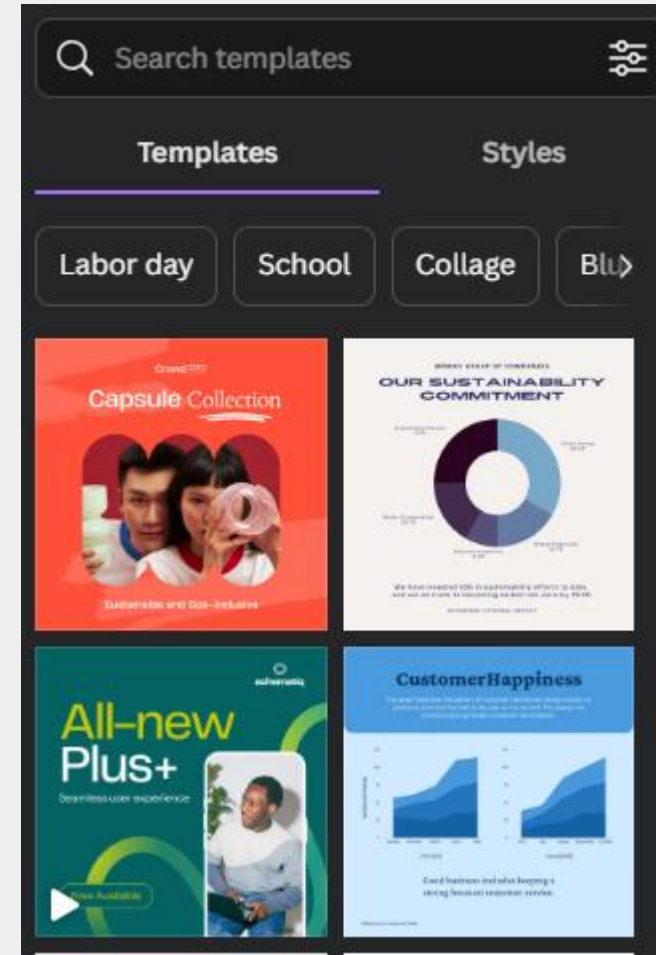
 Sign up with your work email



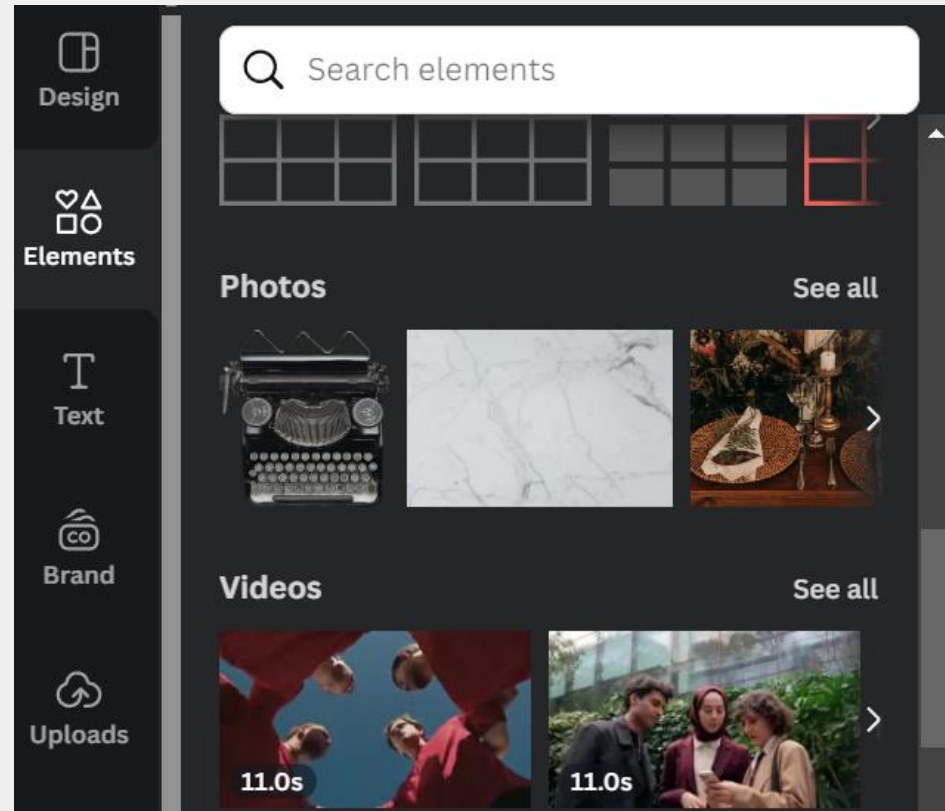
Canva interface and basic features



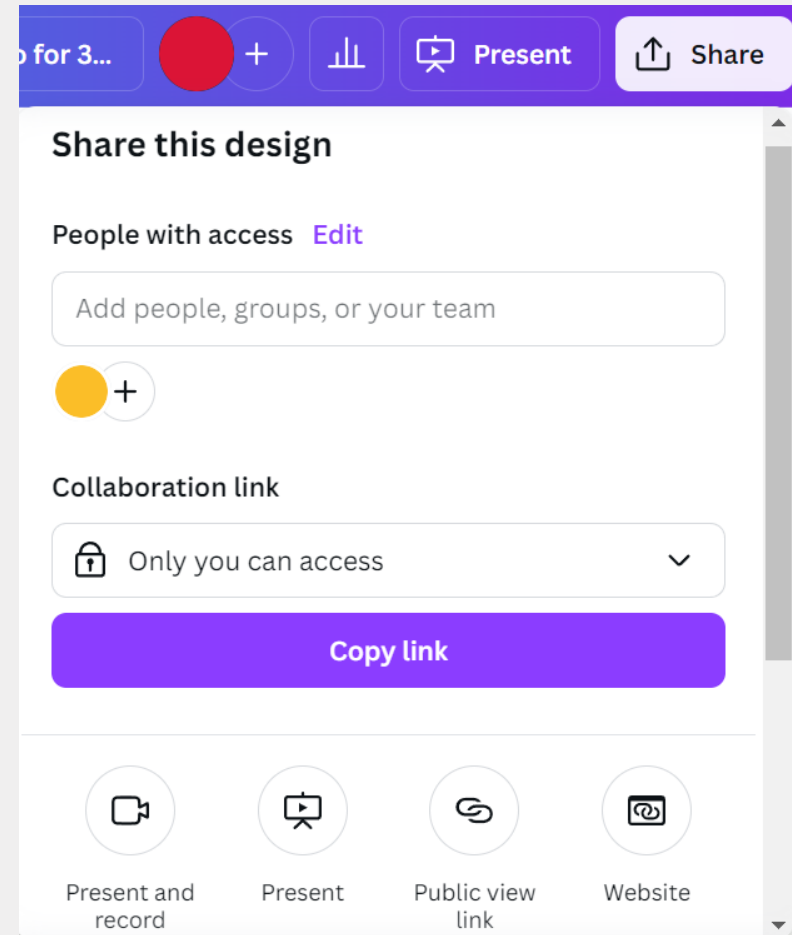
How to select templates



How to add text and images



How to share a design



The screenshot shows a 'Share this design' dialog box with a purple header. The header contains a red circle with a plus sign, a bar chart icon, a 'Present' button with a play icon, and a 'Share' button with an upward arrow icon. Below the header, the text 'Share this design' is followed by 'People with access Edit'. A search box contains the text 'Add people, groups, or your team'. Below the search box is a yellow circle with a plus sign. The 'Collaboration link' section has a dropdown menu showing 'Only you can access' with a lock icon and a downward arrow. A purple 'Copy link' button is positioned below the dropdown. At the bottom, there are four icons in circles: a video camera for 'Present and record', a play icon for 'Present', a link icon for 'Public view link', and a website icon for 'Website'.

6. Conclusions



What did we learn in this session?

1. Understand the different types of **digital content**.
2. Create **documents** in Microsoft Word/Google Docs.
3. Organize information in **spreadsheets**.
4. Create content in **Canva**.

Second
Chance

Session 5

**Social Networks and
Managing your Digital Identity**

Session 5

1. Welcome
2. Social network basics
3. Digital identity and online reputation management
4. Introduction to copyright
5. Digital citizenship services in your country
6. Conclusions

1. Welcome



Session objective

At the end of the session, you should be able to:

- **Understand** and effectively **use** the main social networks
- Manage your **digital identity**
- Understand basic **copyright** concepts
- Identify and access **digital citizenship** services



What will you do in this session?

1. Learn about the main **social networks**, their features, and how to use them effectively.
2. Acquire skills to manage your **digital identity** and maintain a positive online reputation.
3. Learn about **copyright** and how to protect your own content on **social networks**.
4. Identify and access **digital citizenship services**.
5. Apply **safe** and effective **practices** to protect online information.

2. Social network basics



Importance of social networks

- Connect with friends and family
- Meet new people
- Stay informed
- Promote businesses and products

Main social networks



Facebook



Main social networks



Instagram

unwomen [Follow](#) [Message](#)

3,644 posts 2M followers 511 following

UN Women

unwomen

UN Women is the United Nations agency for gender equality and women's empowerment.
[Ink.bio/unwomen](https://ink.bio/unwomen)

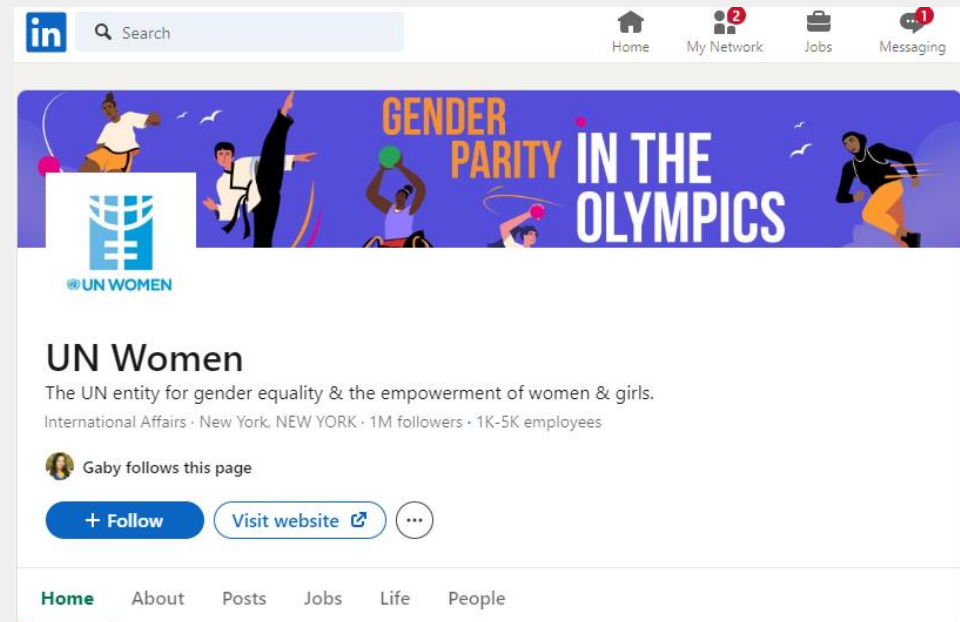
#IWD2024 #NoExcuse Youth Day23 Q&A #IWD2023 Youth Day22 Day of Action

[POSTS](#) [REELS](#) [TAGGED](#)

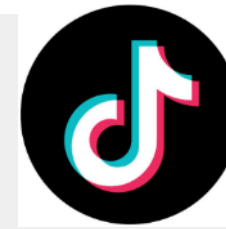
Main social networks



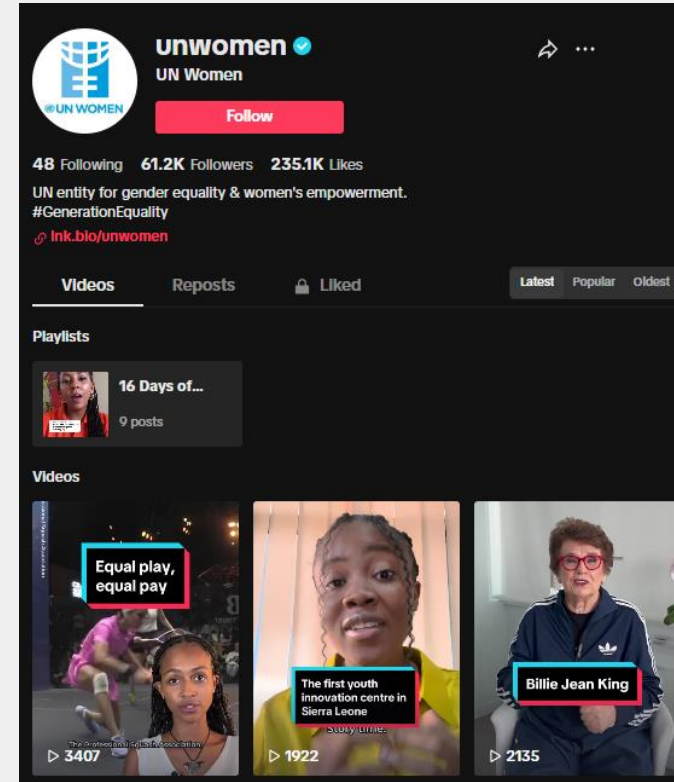
LinkedIn



Main social networks



TikTok



Short video clips




Facebook features and uses



- **Connect with friends and family**
- **Keep up with their news and share yours**
- **Post photos and videos**
- **Comment on others' posts**
- **Follow updates from organizations and celebrities**
- **Join groups and participate in events**





 **UN Women**
Page · Nonprofit organization
unwomen.org


Photos [See all photos](#)




Baking Secrets For Moist Carrot Cake
Tasty Presents 
Jun 2 · 572K plays
4:36

 **Ma Luisa V Yambao**
Its yummy and tried it so many times my fave.
11w Like Reply

 **Afion FA**
Where can you find the recipe?
11w Like Reply

 **Robyn Casey-Jacobs**
I've made this cake from tasty a few times and always a big hit. Best carrot cake...
11w Like Reply



Features and uses of Instagram



- Connect with friends and family.
- Follow pages on different topics.
- Post photos and videos.
- Comment and react to others' posts.





Creating a Facebook account



1. Go to www.facebook.com and complete the registration form with your first name, last name, cell phone number or email, password, date of birth, and gender. Click on "Register."
2. Confirm your email address or phone number by entering the confirmation code you will receive via email or text message.
3. Set up your profile by adding a profile photo, a cover photo, and filling in your basic information (education, job, location).
4. Start using Facebook by adding contacts, following pages, and exploring the platform.



Creating an Instagram account



1. Go to www.instagram.com in your browser. Register using your email address, phone number or Facebook account.
2. Complete the required information and click “Next”.
3. Confirm your email address or phone number by entering the confirmation code you will receive by email or text message.
4. Set up your profile by adding a profile picture, username, biography and other personal details. Done! Now you can start following accounts, posting photos and exploring Instagram.



Good practices in social networks






Configure your privacy



- Adjust the privacy settings on your social media profiles.
- Control who can see your posts and personal information.
- Review and update these settings regularly.



Be selective with your connections

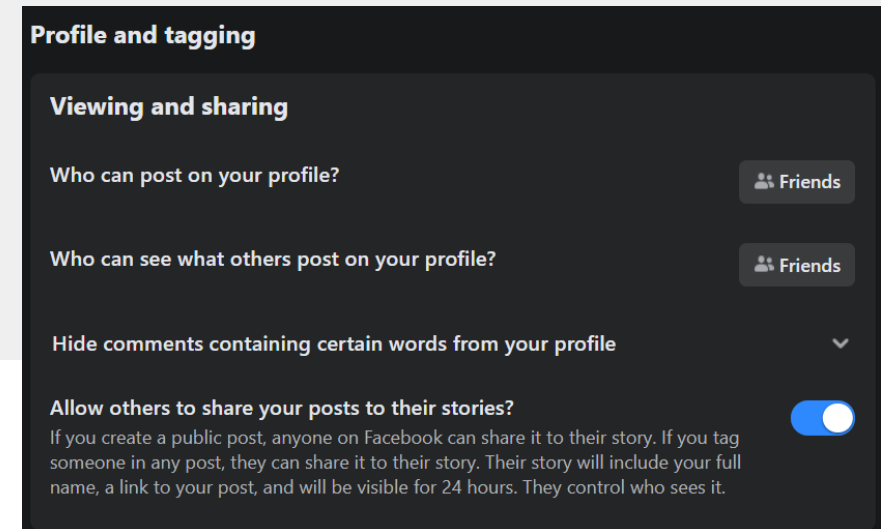
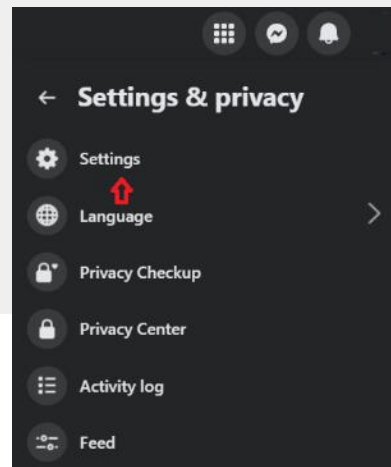


- Accept connection requests only from family or people you know.
- Avoid sharing personal information with strangers.
- If someone you have not seen for many years sends you a connection request, ask a question that only you and that person would know.

Facebook security settings



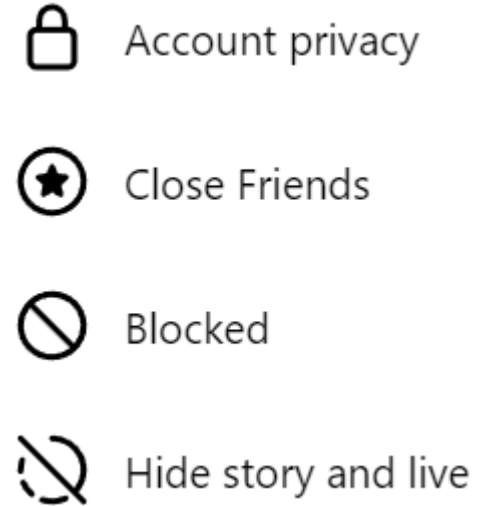
- 1. Open Settings:** Click on the down arrow (top right corner).
- 2. Select “Settings and privacy” > “Settings”.**
Privacy: Left menu > “Privacy”.
- 3. Adjust who can see your future posts.**
Profile and tagging: Left menu > “Profile and tagging”.
- 4. Control who can post in your profile.**



Security settings - Instagram



1. Click on "More."
2. Then click on "Settings."
3. Click on "Account privacy."
4. Activate "Private account."



Account privacy

Private account



When your account is public, your profile and posts can be seen by anyone, on or off Instagram, even if they don't have an Instagram account.

When your account is private, only the followers you approve can see what you share, including your photos or videos on hashtag and location pages, and your followers and following lists. [Learn more](#)

3. Digital identity and online reputation management



What is digital Identity?

- **Your digital identity** is how you present yourself online through the information you share and what others share about you.
- **Examples:** Social media posts, comments, photos, and personal data.
- **Importance:** It can influence job opportunities, personal relationships, and how others perceive you.



Online reputation

- It is **how others see you** based on what you share and what others share about you online.
- It represents the image you project in the digital world.



Online reputation (examples)

Publications on social networks

- Example of a **missed job opportunity**: A young professional lost a job offer after the company found **inappropriate posts on her Facebook**.
- The posts included **party photos and negative comments** about her previous job. This highlights the importance of maintaining a professional profile on all social networks.



Online reputation (examples)

Comments and reviews

- A woman left a very **negative and offensive review** about a restaurant on Google.
- Later, she found out that the restaurant owner was a **potential client** for her consulting business.
- This **incident affected her professional relationship** and taught her to be more careful with her online comments.



Shared photos and videos

Online reputation (examples)

- A young mother **shared many photos of her children on Instagram** without properly setting her privacy settings.
- These **photos** were **seen by strangers**, which **made her feel vulnerable**.
- **She learned to adjust her privacy** settings to protect her personal information and that of her family.



Online reputation (examples)

Video sharing

A woman **shared a TikTok video** that contained a **tasteless joke** about a woman with a chronic stomach condition.

The **video was seen by her friend**, who has the same condition, which **made her feel very hurt and upset**.



Some practical tips

Trust: Be cautious about sharing images or opinions, even with people you trust, as relationships can change over time and the content could potentially be used against you.

Sharing information: Be aware of what others share with you and consider how this information could affect your reputation if it were disclosed.



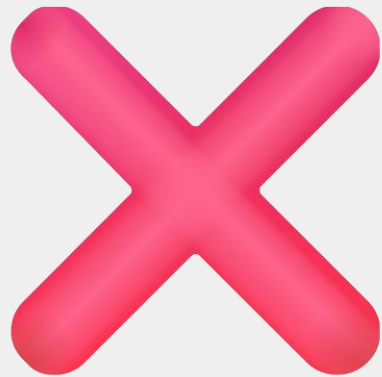
- **Control what you share:** Only share information and photos that you do not mind being made public.
- **Configure your privacy:** Adjust the privacy settings on all your social networks.
- **Check before you post:** Consider the possible consequences before sharing something online.



Share with care



- **Think before you post:** Consider the possible consequences before sharing something online.
- **Do not share personal information:** Avoid posting addresses, birth dates, or credit card numbers.
- **Protect your location:** Do not share your location.
- **Beware of photos of children:** Avoid posting photos of children or babies.
- **Review photos before posting:** Ensure that photos do not reveal personal details, such as your home address.
- **Know your rights:** Learn about the laws that protect you if someone uses your image without permission.



Don't:

- **Share without thinking:** Don't post photos and comments without considering how they may be perceived by others.
- **Show blind trust:** Don't send photos or sensitive information to people without considering that your relationship with them may change.
- **Disclose other people's information:** Don't share confidential information entrusted to you.



Examples:

- **Positive case:** Maria always checks the privacy settings before sharing family photos. When someone sends her personal or family news or photos, she treats it as confidential information and does not share it with anyone.
- **Negative case:** Ana posted a complaint about her job on her public profile. Her boss saw it, which affected their working relationship and resulted in a formal warning.



4. Introduction to copyright



What is copyright?

- **Copyright** is a set of laws that protect the original creations of authors, such as text, music, art, and more. Example: If you create an illustration, only you have the right to use it, sell it, or allow others to use it.
- **Example:** If you create an illustration, only you have the right to use it, sell it, or allow others to use it.



Why is copyright important?

- **Work protection:** They prevent others from using your work without your permission.
- **Incentive to creativity:** They encourage the creation of new works by ensuring that creators receive recognition and compensation.



Example

- Imagine you spent hours creating a beautiful illustration for your product labels. Then, you discover that someone else is using that same illustration to sell their own products.
- **How would you feel if this happened?**



How to search for and use online content legally

- **Search for images:** Use tools like Google Images and select “Usage rights” to find images that you can use freely, or use sites like unsplash.com.
- **Royalty-free music:** Search for music on sites like Free Music Archive or Creative Commons.

5. Digital citizenship services



What is digital citizenship?

- It is the responsible and effective use of technology to participate in society, politics, and government.
- This includes understanding our rights and responsibilities when using the Internet and other digital technologies.



Why is it important to be an active digital citizen?

- Gives you access to government services
- You can request information
- You can participate in community forums and online discussion groups.



Reflecting on digital citizenship

1. **In your small group**, talk about the aspects of digital citizenship that are most relevant to you.
2. **Obstacles:** Identify the obstacles you face in exercising your rights as digital citizens, such as:
 - Lack of internet access
 - Lack of devices
 - Lack of information about government programs
3. **Solutions:** Discuss possible solutions to overcome these obstacles.



Digital Citizenship Exercise (Search CURP)

1. **Access the page:** Go to the official government site to look up your CURP (<https://www.gob.mx/curp/>).
2. **Enter your data:** Fill out the form with your full name, date of birth, state of birth, and gender.
3. **Verify the information:** Ensure that all the information is correct and complete.
4. **Check your CURP:** Click on “Search,” and your CURP will appear on the screen. You can download or print it for your records.

6. Conclusions



What did we do in this session?

1. Learned about the main **social networks**, their features, and how to use them.
2. Learned how to manage **digital identity** and maintain a good online reputation.
3. Learned how to protect our own digital information.
4. Learned the basics of **copyright**.
5. Identified and accessed **digital citizenship services** (optional).