



# Adult Learners' Roadmap to Digital Literacy

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**kalamazooliteracycouncil**

**#EveryoneNeedsToRead**

## What you will learn

- How to work with the lowest level Adult Learners
- Why we use Google over Microsoft



# What you will walk away with



- Keys to success
- A better understanding of the need for digital skills



# What we use for testing



## Essential Computer Skills

-  [Phone Keyboard Basics & Logging In](#)
-  [Basic Computer Skills](#)
-  [Internet Basics](#)
-  [Using Email](#)
-  [Windows 10](#)
-  [Windows 11](#)
-  [Mac OS](#)



## Essential Software Skills

-  [Microsoft Word](#)
-  [Microsoft Excel](#)
-  [Microsoft PowerPoint](#)
-  [Google Docs](#)



## Using Technology in Daily Life

-  [Social Media](#)
-  [Information Literacy](#)
-  [Career Search Skills](#)
-  [Accessing Telehealth Appointments](#)
-  [Supporting K-12 Distance Learning](#)
-  [Your Digital Footprint](#)

# Phone Keyboard Basic & Logging In

> 4. Tap the letter M (as in "Mexico").




# Basic Computer Skills

> 1. Click on the desktop computer.



# Google Docs

 NORTHSTAR

 Google Docs

PUBLIC VERSION 

> 1. Sign in to this Google account using the information given.



Email address: jan.loggins01@gmail.com

Password: Fox#3456



## Sign in

Use your Google Account

[Forgot email?](#)

[Create account](#)

[Next](#)

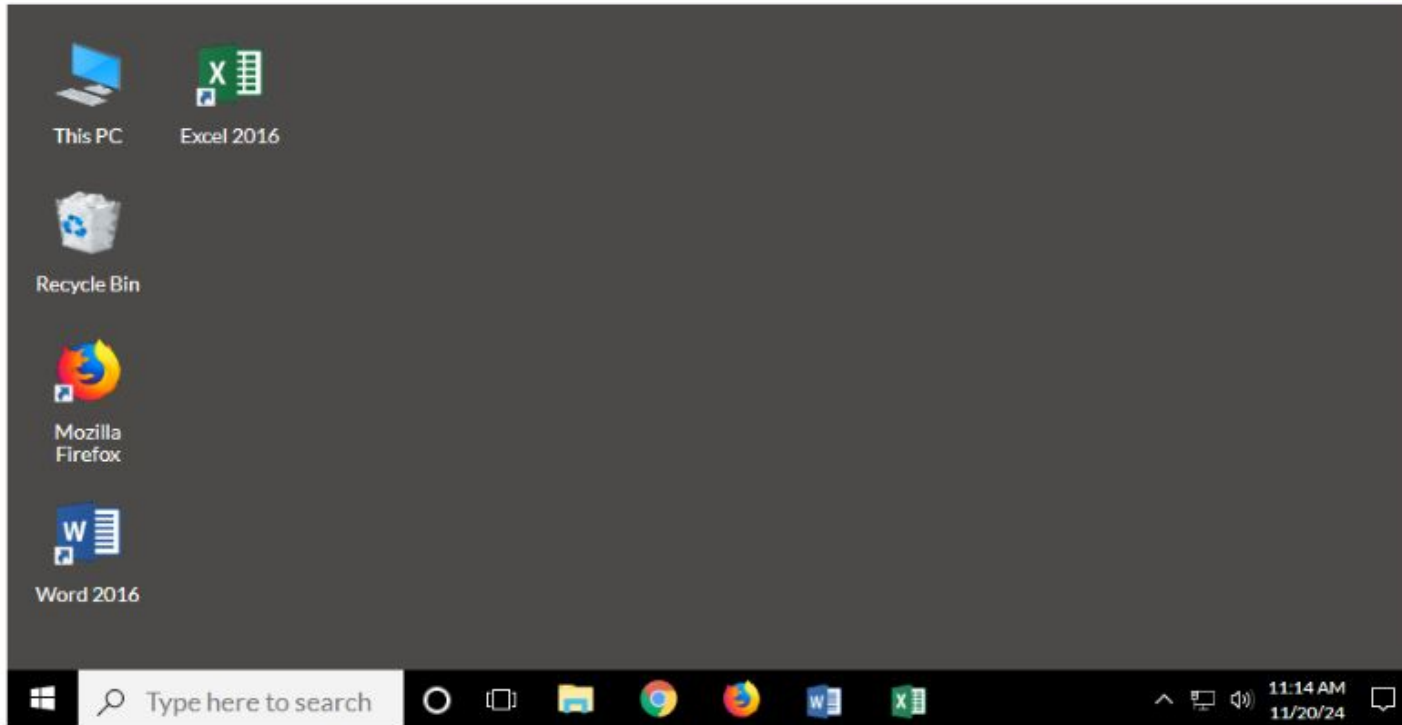
# Microsoft Excel

 NORTHSTAR

 Microsoft Excel

PUBLIC VERSION ?

> 1. Open Microsoft Excel.

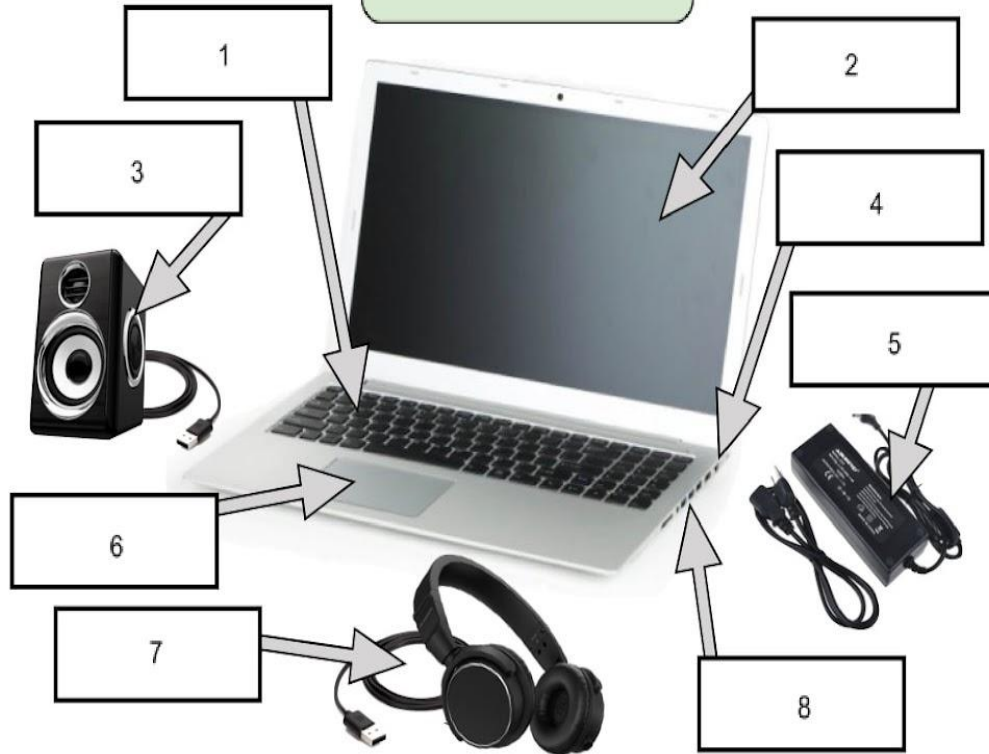


## Level 1 Skills

- Turn computer on/off
- Parts of the computer
- Using a mouse
- Typing
- Email set up
  - Appropriate username
  - Email safety
  - Email etiquette
- Basic email use
- Basic Google Docs use



## Parts of a laptop



## Learn to Type Faster and Easier for Free

- ✓ Aligned to Federal and State Standards
- ✓ Prepares Students for Standardized Testing
- ✓ Powerful District and Classroom Management

### Log In



Log In as a Student »



Log In as an Instructor »

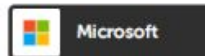
Go Beyond Typing with  
Digital Citizenship, Coding, and Career Prep



## Student Login

Don't have an account? [Sign Up Free!](#)

Log in with:



OR

Logging in as

jpavey12

Start Over

Password

••••••

SHOW

[Forgot your login info?](#)


Next

Learn the Foundations of  
Technology, FREE!

Learn essential skills with our comprehensive  
curriculum including keyboarding, digital  
privacy, and coding!

Learn to Type

 **Beginner**  
UNIT COMPLETE!

Intermediate 

Advanced 

Typing Practice

Reinforcement  
Up Your Typing Skills

Stories  
A New Adventure Every Time!

Career Prep  

Personalized Practice



UNIT COMPLETE!

[Print Unit Certificate](#)

Getting Started

 **J, F, and Space**

Avg Speed: 40 WPM   Avg Acc: 99%   Time: 1:48

 [Restart](#)

 **U, R, and K Keys**

Avg Speed: 32 WPM   Avg Acc: 99%   Time: 3:39

 [Restart](#)

 **D, E, and I Keys**

Avg Speed: 42 WPM   Avg Acc: 99%   Time: 2:41

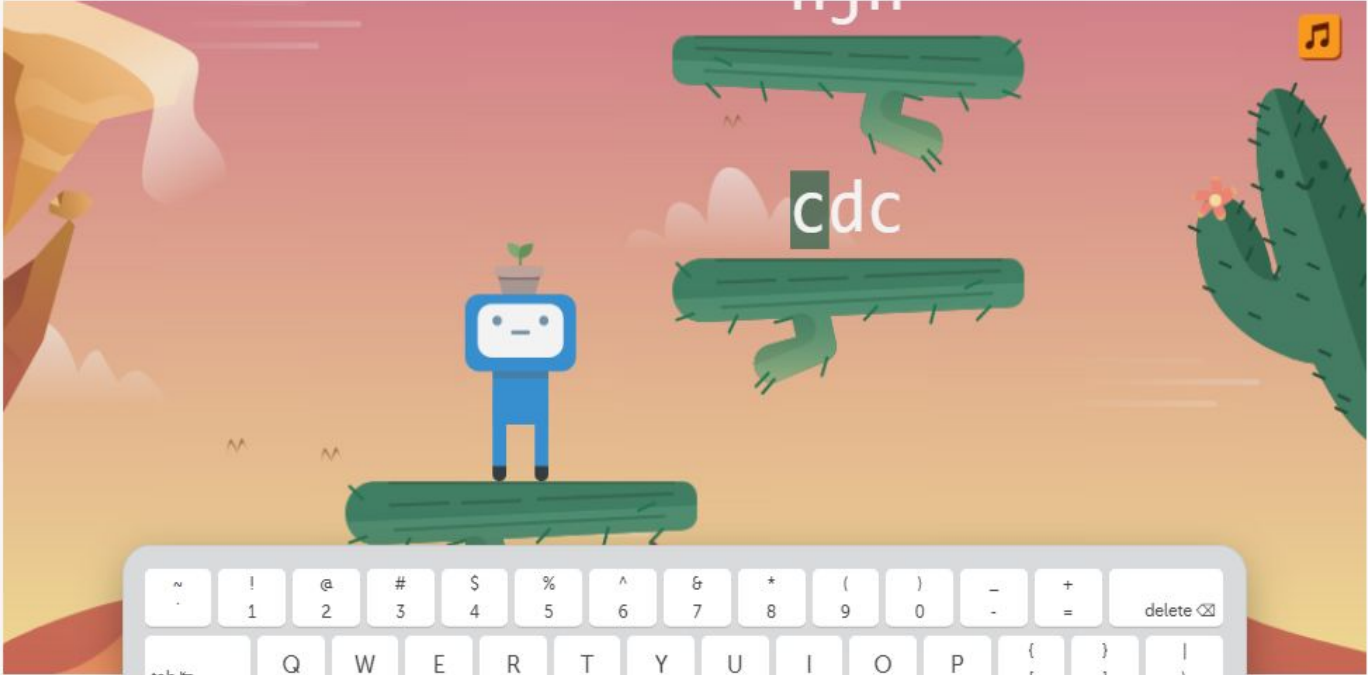
 [Restart](#)



Howdy! Move your left middle finger down to:

Type the **C** key







You're doing great!



You earned 3/3 stars for accuracy!



Typing Tree (4/5)

8,379 xp to go



Your speed was **40WPM** with **100%** accuracy.

You've typed for **2:47** on this lesson with an average speed of **40WPM** and **98%** accuracy.

[« Back to Lessons](#)

Redo

Continue

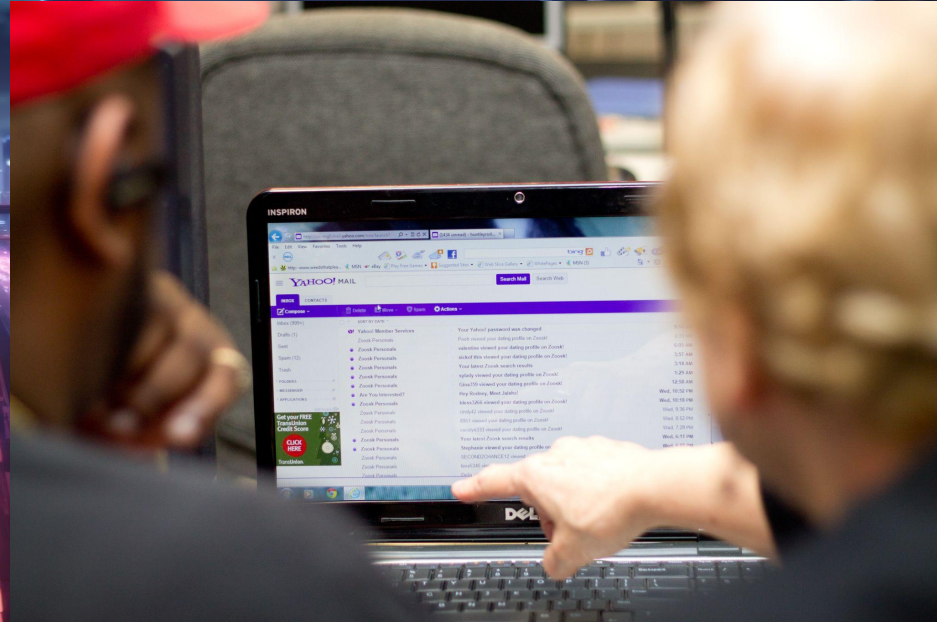
How many spaces does TAB move a cursor?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5



## Level 2 Skills

- Continued typing skills
- Higher level formatting of Google Docs
  - Share files
  - Add hyperlinks
  - Insert Images
  - Short Keys
- Use of Google Drive
  - Shared folders
  - Saving files
  - Organizing files
- Continued email skills





## Level 3 Skills

- Continued typing skills
- Google docs review
  - To gain comprehension
- Beginning Google sheets
  - How to locate
  - Formatting
  - Basic formulas



> 3. Click on the menu bar.



Job Search Plan



Share



File Edit View Insert Format Tools Add-ons Help

Last edit was 10 minutes ago



Job Search Plan

# Why we use Google Classroom

- Learn anytime
- Quizzes
- Learners already have a GMail account
- User friendly for every level learner





Want to join a bi-monthly Digital Skills meeting?

- Look at updates
- Learn new ways to teach
- Build a partnership
- And so much more!



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A nighttime cityscape with a highway in the foreground showing light trails from cars. The city skyline is illuminated with various colors like blue, purple, and red. In the top left corner, there are two overlapping arrow shapes, one blue and one green, pointing towards the center.

# Contact Information

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Questions?

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