Objectives:

- Senior people familiarise themselves with digital devices (smartphone, tablets, computer).
- Teaching basic skills for safe internet browsing.
- Using digital communication tools (emails, chats, video calls).
- Providing practical support for the use of online services (medical reservation, online shopping…)

Module 1: Introduction to digital devices

Duration: 2 hours
Topics:
o   Introduction to main used devices (smartphones, tablets, computer)s.
o   How to turn on, off and charge the device.
o   Familiarise with touch-screen and keyboard
o   Basic settings: adjust volume, brightness and connect to Wi-Fi.
o   Basic settings: the words for computers and digital

Appendix
Duration 2h
  o   Review topics of module 1
  o   Question time
  o   Practical training

Module 2: Introduction to Internet
Duration: 2 hours
Topics:
o   Internet: what is and how it works
o   Differences between browsers and search engines.
o   How to search for information on Google and other search engines.
o   Websites for news, information and leisure (newspapers, hobbies, weather).

Appendix
Duration 2h
  o   Review topics of module 2
  o   Question time
  o   Practical training

Module 3: Digital Communication
Duration 2 hours
Topics:
  o   Create and use an email address
  o   Send, receive, reply to emails
  o   use messaging applications
  o   make/receive skype or zoom calls

Appendix
Duration 2h

- o Review topics of module 3
- o Question time
- o Practical training

Module 4: Safe internet browsing
Duration 2 hours
Topics
- o Online security: recognising and avoiding scams
- o Safe use of passwords: how to create and store them
- o Identify reliable sites and safe internet connection (e.g., HTTPS)
- o Antivirus and software update

Appendix
Duration 2 h
- o Review topics of module 4
- o Question time
- o Practical training

Module 5: using online services
Duration 2 hours
Topics:
- o Introduction to public utilities
- o Creating an account on portals for services
- o Online shopping safely
- o Introduction to Social media channels

Appendix
Duration 3h
- o Review topics of module 5
- o Question time
- o Practical training

Module 6: Apps for everyday use
Duration 2 hours
Topics:
- o Apps for weather, public transportation, maps per
- o Apps for videos and music per video e music
- o Introduction to voice assistants (eg Google, Alexa, Siri..)

Appendix
Duration 3h
- o Review topics of module 6
- o Question time
- o Practical training