Digital Literacy  

Lesson plan

Lesson plan overview

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# Overview

The [**Microsoft Digital Literacy**](https://www.microsoft.com/digitalliteracy) **Lesson plans** are supplemental instructional resources for delivery of the six **Learning paths** within the Digital Literacy course. This overview provides a summary of each Learning path and its corresponding modules, along with ideas to prepare for and engage effective learning experiences for this course.

## Lesson plan: Work with computers

|  |  |  |
| --- | --- | --- |
| Learning path: Work with computers | | Estimated duration:  1 hour 9 minutes |
| Module | Topics covered | Description |
| Interact with a computer | Describe functions of a computer and its primary parts, various types of modern personal computing devices. | Exploring what a computer is, parts of a computer, and how to interact with it. |
| Use a computer | Describe role of an operating system, navigate Windows 10 operating system and its files and folders, use right-click to access system features, organize windows, customize desktop, interact with virtual assistant to complete basic tasks, discover accessibility features. | Learning about operating systems and how to use the basic functions of the Windows 10 operating system. |
| Work with applications | Describe the concept of an application, find the right application, understand similarities between different applications. | Learning more about applications, various types that can be used, and working with applications on computers. |
| Work with connected devices | Describe types of peripheral devices and portable storage devices and their uses. | Exploring how to use devices: peripheral, portable storage and Bluetooth. |

## Lesson plan: Access information online

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| --- | --- | --- | --- |
| Learning path: Access information online | |  | Estimated duration:  48 minutes |
| Module | Topics covered | | Description |
| Get connected | Describe common uses of the internet, describe methods for connecting to the internet, connect a Windows 10 device to the internet using Wi-Fi. | | Learning more about the internet and how to connect to the internet. |
| Browse the web | Describe the World Wide Web, access digital content on the web using Microsoft Edge, and safely complete basic online transactions. | | Exploring and learning about the World Wide Web, using a web browser, and how to complete some online transactions safely. |
| Search the web | Conduct a simple keyword search using Bing, compare search results returned by Bing, evaluate online information, describe and evaluate different media forms. | | Learning the basics of searching the web using web search engines and web browsers. |

## Lesson plan: Communicate online

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| --- | --- | --- |
| Learning path: Communicate online | | Estimated duration:  33 minutes |
| Module | Topics covered | Description |
| Communicate using email | Describe uses of email, get to know the Outlook interface, compose and send an email, read and reply to email. | Learning more about email, how to set up an email, how to use it to connect with people. |
| Chat online | Describe common ways to communicate with others online, learn more about Skype: sign in and out, add contacts, set up audio and video, change status and send instant messages, and make a call. | Exploring and learning about how to communicate with people using instant messaging, voice calls, and video calls. |

## Lesson plan: Participate safely and responsibly online

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| --- | --- | --- |
| Learning path: Participate safely and  responsibly online | | Estimated duration:  26 minutes |
| Module | Topics covered | Description |
| Online safety and privacy | Protect from phishing, communicate safely online, create strong passwords, and describe best practices for sharing information online. | Learning about safety risks and staying safe when using the internet and keeping information private online. |
| Online civility | Describe best practices for using information found on the web, and the implications of treating others poorly on the web. | Exploring some of the rights and best practices for using information online and learning about cyberbullying. |

## Lesson plan: Create digital content

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| --- | --- | --- |
| Learning path: Create digital content | | Estimated duration:  1 hour 9 minutes |
| Module | Topics covered | Description |
| Introduction to Microsoft Office | Explore Office 365 vs. Office 2016, sign into Office online. | Exploring and learning about Microsoft Office and how to sign in to Office online. |
| Work with Word documents | Work with Word documents, describe Microsoft Word, create a document in Word, save a document in Word. | Using Microsoft Word to create documents, write and edit text, save, and print. |
| Format and edit text in Word | Add and format text, check text spelling and grammar, find and replace text, add and format lists. | Learning to deal with text in Microsoft Word, check spelling and grammar, and search for a word in a document. |
| Format and edit objects in Word | Add shapes in Word, format shapes in Word, add WordArt in Word, add pictures in Word, add tables in Word. | Working with objects in Word, learning how to add them to documents, and editing them as needed. |
| Discover more Word features | Add page numbers, apply themes to documents, use Tell Me to do anything in Office, use Word on a mobile device, write an equation. | Learning how to use more Microsoft Word features for more proficiency in creating documents. |
| Create and edit PDFs in Word | Create and edit PDF files in Word. | Learning how to deal with PDF files in Microsoft Word. |

## Lesson plan: Collaborate and manage content digitally

|  |  |  |
| --- | --- | --- |
| Learning path: Collaborate and manage content digitally | | Estimated duration:  1 hour 5 minutes |
| Module | Topics covered | Description |
| Use OneDrive cloud storage | Describe uses of cloud services, sign in and use OneDrive from a mobile device, create, upload, restore and share files using OneDrive. | Learning about cloud services like OneDrive and how to apply their basic functions. |
| Share and collaborate with documents | Share and collaborate on a Word document, add comments, track changes, and accept or reject changes made by others. | Learning how to collaborate with peers or colleagues to access and work on documents together. |
| Manage time with a digital calendar | Navigate Outlook calendar, create appointments and meetings, search in calendar, use calendar categories and reminders. | Learning about Outlook Calendar, the calendar feature of the Outlook mail app. |
| Work with contacts and tasks | Add a contact, create contact groups, and create tasks and to-do lists. | Learning more about staying organized with Outlook. |

# Preparation

* Explore the [**Microsoft Digital Literacy**](https://www.microsoft.com/digitalliteracy) website and review the learning paths and their corresponding modules to understand the learner experience during the course.
* Review the **Lesson plans** and for each course to supplement your instructional activities. Each Lesson plan includes:
  + **Lesson notes** of instructional delivery ideas to support hands-on demonstration, discussion and collaboration. These notes include **warm-ups** for introducing topics, activities for **engaging learners** and **reinforcing learning**, **wrap-ups** for summarizing activities and validating completion.
  + **Glossary of terms** with common terms and definitions.
  + **Knowledge check** assessment with answer key.
  + **Resources** of links to videos, downloadable transcripts, and related content.
  + Customizable **Microsoft PowerPoint** with Knowledge check answer key and summary of module topics.
  + Customizable **printable certificates** to recognize course completion.
* Download the learning path **Transcripts** for full details about the content including module topics, duration, videos, and learning activities.
* Install the following software, which is required for the classroom computers:
  + Microsoft Windows 10 (required)
  + Microsoft Office Systems 2016 or 2019 (recommended)
* Consider if learning activities need adjustments to reflect the diversity of your learners. Learn more about the following accessibility features.
  + For Microsoft Edge, go to [Accessibility features in Microsoft Edge](https://support.microsoft.com/help/4000734/microsoft-edge-accessibility-features).
  + For distinguishing colors easily, go to [Use color filters in Windows 10](https://support.microsoft.com/help/4344736/windows-10-use-color-filters).
  + For typing what you want to do, go to [Do things quickly with Tell me](https://support.office.com/article/Do-things-quickly-with-Tell-Me-f20d2198-17b8-4b09-a3e5-007a337f1e4e).
  + For audio-based technology, screen readers, display and vision settings, go to [Microsoft accessibility overview](https://www.microsoft.com/accessibility/features).
* Print the Digital Literacy Completion Certificate at the end of each module.
* For questions regarding the Digital Literacy Course go to [Frequently asked questions](https://www.microsoft.com/digitalliteracy/digital-literacy-curriculum-faq).
* Expand your learning by exploring more about personal productivity, the modern workplace, and digital transformation:
  + For personal productivity, go to [This is your 365](https://aka.ms/ExploreOfficeForHome).
  + For modern workplace, go to [Modern workplace training](https://aka.ms/ModernWorkplaces).
  + For digital transformation, go to [Becoming digital](https://aka.ms/DigitalTransformations).