Digital Literacy Foundation course

Course Schedule:

Week 1: Introduction to Digital World

document	Day 1:What is Digital Literacy? Why is it important?
document	Day 2:Introduction to devices: Computer, Laptop, Smartphone, Tablet
document	Day 3: Using a keyboard and mouse/touch screen
document	Day 4: Basics of operating systems (Windows/Android)
document	Day 5: Power On/Off, navigation, and volume/screen settings
document	Day 6: Practice: Create and save a file or image

Week 2: Internet, Browsing & Online Safety

document	Day 8: What is the Internet? How to connect (Wi-Fi/Mobile data)
document	Day 9: Using a browser (Chrome, Edge) and Google Search
document	Day 10: Opening websites, using bookmarks
document	Day 11: Downloading and uploading files
document	Day 12: Online safety: Passwords, scams, and secure browsing

document	Day 13: Practice: Search for a topic, watch a YouTube tutorial

Week 3: Email, Communication & Social Media

document	Day 15: Creating an email account.

document	Day 16: Sending, receiving, and organizing emails

document	Day 17: Attaching files and using folders

document	Day 18: Introduction to WhatsApp, Facebook, and other social platforms

document	Day 19: Video calling: Zoom, Google Meet basics

document	Day 20: Practice: Send an email with an attachment

Week 4: Digital Transactions & Government Services

document	Day 21: Introduction to UPI (Google Pay, PhonePe, Paytm)

document	Day 22: Safety in online payments

document	Day 23: Using DigiLocker, Aarogya Setu, and other govt apps

document	Day 24: Booking tickets online (railway, bus, cinema)

document	Day 25:Using Google Maps for directions
document	Day 26:Final Quiz + Feedback & Certification